

COLLECTIVE AGREEMENT

Between

Stong's Market Ltd.

And

United Food and Commercial Workers, Local 1518

April 1, 2013 to March 31, 2023

Ratified by member vote: **December 6, 2013**

2018 Re-opener Memorandum of Settlement ratified: **November 27, 2018**



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MEMORANDUM OF AGREEMENT made this 27th day of November, 2018.

BY AND BETWEEN **STONG'S MARKETS LTD.**, a body corporate carrying on business in the Province of British Columbia

(hereinafter referred to as the "EMPLOYER")

AND **UNITED FOOD AND COMMERCIAL WORKERS UNION, LOCAL 1518**, chartered by the United Food and Commercial Workers International Union, C.L.C.

(hereinafter referred to as the "UNION")

WHEREAS: The Employer and the Union desire to establish and maintain conditions which will promote a harmonious relationship between the Employer and the employees covered by the terms of this Agreement and desire to provide methods of fair and amicable adjustment of disputes which may arise between them;

NOW THEREFORE: The Employer and the Union mutually agree as follows:

SECTION 1 – Bargaining Agency

1.01 The Employer recognizes the Union as the sole and exclusive Collective Bargaining Agency for all employees in the present and future retail establishments owned and/or operated by the Employer at **4221 Dunbar Street, Vancouver** with respect to rates of pay, wages, hours and all other conditions of employment set out in this Agreement, except and excluding **meat, deli and seafood workers who may be under separate certification.**

SECTION 2 – Union Shop

- 2.01 The Employer agrees to retain in his employ, within the Bargaining Unit as outlined in Section 1 of this Agreement, only members of the Union in good standing. The Employer shall be free to hire new employees who are not members of the Union, provided said nonmembers, whether part- or full-time employees, shall be eligible for membership in the Union and shall make application within ten (10) days after employment and become members within thirty (30) days.
- 2.02 The Employer agrees to provide each new employee at the time of employment with a form letter outlining to the employee his or her responsibility in regard to Union membership and outlining the provisions of Section 7.07 of this Agreement, and to provide the Union in writing with the name and address of each employee to whom they have presented the form letter, along with the employee's date of hire. The Employer will have new employees sign the check-off and Union membership application upon successful completion of probationary period. The Union shall bear the expense of printing the letter, the contents of the letter to be such that it is acceptable to the Employer. The Employer further agrees to provide the Union once a month with a list containing names of all employees who have terminated their employment during the previous month.

SECTION 3 – Deduction of Union Dues

- 3.01 The Employer agrees to deduct from the wages of each employee, upon proper authorization from the employee affected, such initiation fees, Union dues, fines and assessments as are authorized by regular and proper vote of the membership of the Union. The Employer further agrees to automatically deduct Union dues from the wages of all new employees. The Union will supply an appropriate form to the Employer so that new employees, at the time of hire, will authorize Union dues deductions. This form will be applicable from the time the employee commences employment until such time as the Union submits an official Dues Checkoff to the Employer. The employee shall, within thirty (30) days after commencement of employment, provide the Employer with a signed Authorization for such deductions. Monies deducted during any month shall be forwarded by the Employer to the Secretary Treasurer of the Union not later than the tenth (10th) day of the following month, accompanied by a written statement of the name and social insurance number of each employee for whom the deductions were made and the amount of each deduction. Dues checkoffs are to be submitted on a monthly or four (4) week basis showing amount deducted each week, for what purpose, and the total amount deducted during the month or four week period, as well as the store number of each employee for whom the deductions were made. Union dues deducted by the Employer shall be shown on the employee's T4 slip.

SECTION 4 – Clerks Work Clause

- 4.01 Subject to exclusions in Section 1 of this Agreement, all work in the handling and selling of merchandise in the retail stores of the Employer shall be performed only by employees of the Employer who are in the Bargaining Unit and who are members of the United Food and Commercial Workers Union, Local 1518, with the following exceptions:
- A. Supervisory and Specialist Personnel of the Employer.
 - B. Rack Jobbers.
 - C. Salespersons handling bakery specialties products (if merchandise is carried in the truck).

The term "Salespersons handling bakery specialties products" is meant to be similar in concept to the term "Rack Jobber" and covers such operators as Mrs. Willman's and Rotary Pies, but neither the term "Rack Jobber" nor the term "Salespersons of bakery specialties products" is considered to mean Bread Driver Salespersons such as Weston's, Mother Hubbard's or Venice. However, it is permissible for Driver Salespersons of these companies to stock sweetgoods products such as butterhorns, cakes, doughnuts, etc., providing such products are carried with them in their trucks.
 - D. Demonstrators.
 - E. Special Personnel assisting prior to the store opening and during major store remodelling.
 - F. Special displays (not built of product or merchandise) may be built, designed and decorated by Salespersons, provided that initial stocking and replenishing of product or merchandise shall be performed by employees of the Employer.

"Salespersons" for purposes of this Section shall mean persons other than employees of the Employer.

Salespersons or Driver Salesmen in the employ of soft drink distributors may only sort and pick up their company's returns in the course of their duties for their employers.

Kraft Foods Representatives may remove their own company's off-code product unsuitable for sale from shelves or display cases and put such off-code product in a shopping buggy. Once the off-code product is in a buggy, it must then be handled by a Retail Clerk. This means that a Retail Clerk must either wheel the buggy into the back room or out to the Kraft Representative's car - whichever is desired. Also, any replacement of Kraft stock must be done by a Retail Clerk. If the Kraft Representative wishes to make an immediate replacement of stock, such stock shall be put into the stockroom and Retail Clerks shall place it on the shelf or in the display case. To further ensure compliance by Kraft Foods' Salesmen with the immediately preceding paragraph, the Employer hereby agrees to write to Kraft Foods Ltd., advising them of the permitted scope of their activities in the Employer's stores and, further, informing them that Salesmen who violate the provisions of the foregoing paragraph will be excluded from the stores of the Employer concerned.

- G. Truck Drivers as per Letter of Understanding.
- H. In the event that there are major Section changes due to the introduction of new product lines, the Employer may use outside help to initially stock the new product only. This outside help would set up the space allocation for the existing product to be replaced.
- I. Greeting card salesmen shall be entitled to order the cards and set the initial facings. All stocking or replenishing of cards to be done by the Bargaining Unit.

Penalties for violation of this Clause: When there is a violation of the Clerks work Clause in any one store, the following penalties shall apply:

- 1. First violation
 - a written warning from the Union will be given to the Employer.
- 2. Second violation within the twelve (12) month period following written notice as per Point (1)
 - a two hundred dollar (\$200.00) fine.
- 3. Third and subsequent violations within the twelve (12) month period
 - a three hundred dollar (\$300.00) fine for each violation.

Where no violation occurs for a period of twelve (12) months following a written warning or from the date of the last fine, the Employer shall be entitled to another written warning from the Union.

Where the Employer has been fined, such fine is to be dispatched to William Mercer Limited who will notify the Union of receipt of such fine and the particulars in respect to which violation the fine was paid. William Mercer Limited will deposit the monies into the Retail Clerks Industry Pension Plan.

SECTION 5 – Basic Workweek - Accumulated Time Off - Statutory Holidays - Personal Time Off

5.01 The Employer reserves the right to schedule hours of store operation, employee hours of work, rest periods, meal periods and overtime work, subject to the following provisions:

Basic Workweek: The basic workweek for full-time employees shall be forty (40) hours, consisting of five (5) eight (8) hour days.

Commencing with their fifth (5th) week of employment, full-time employees shall receive forty (40) hours pay at straight-time rates and shall work four (4) days, thirty-two (32) hours, including work on the statutory holiday, in a week in which one (1) statutory holiday occurs; three (3) days, twenty-four (24) hours, including work on the statutory holiday, in a week in which two (2) statutory holidays occur. Time worked in excess of forty (40) hours of actual work by part-time employees during a week in which a statutory holiday or statutory holidays occur shall be paid at the rate of time and one half (1½).

1. The hours in excess of thirty-two (32) hours of work shall be offered by seniority and shall be voluntary.
2. If sufficient employees are not available, hours of work to the above maximum may be assigned by reverse seniority.
3. Work on the statutory holiday shall be paid at the appropriate statutory holiday rates.

Full-time employees shall not suffer a reduction in the workweek by reason of the Employer voluntarily reducing the hours that the store is open to the public to less than nine (9) hours per day.

5.02 Accumulated Paid Time Off (ATO): Regular full-time employees shall accumulate paid time off at the rate of four (4) hours for each basic workweek completed. Basic workweeks shall be those described in this subsection and shall also include time off due to Jury Duty and Witness Duty as set out in Section 7.08, and Funeral Leave as set out in Section 10.04, provided the employee has actual hours worked in the week.

Restricted employees who lift their restriction and are able to proceed to full-time status based on their seniority, shall not be required to meet the full-time status requirement (forty (40) hours per week for eight (8) weeks) of the Collective Agreement.

It is understood where the above causes a junior full-time employee to be reduced to part-time status, this reduction is not a reduction by the Employer.

Days off with pay as a result of accumulated paid time off shall, in the week in which they are taken, be considered as hours of that basic workweek.

Full-time employees shall accumulate the four (4) hours per week ATO on all weeks of vacation if eligible.

When an employee has accumulated eight (8) hours, he or she shall receive a day off with pay scheduled by the Employer within the next four (4) weeks, such day to be combined with an employee's regular day off when it does not interfere with the operation of the store.

ATO accumulation can vary to a maximum of plus or minus twenty (20) hours in employee ATO bank.

Employees shall not be required to take an ATO day if they are minus twenty (20) hours of ATO

The plus/minus ATO number may be altered by mutual agreement between the employee and the Employer.

- 5.03 ATO and Lateness: If an employee is chronically late and has been formally notified by Management that further incidents of being late will result in loss of ATO, then ATO may be cancelled for that week.

Sunday can be considered as a "regular day off" for purposes of combining days off.

An employee who terminates or is terminated, or reverts or is reverted from full-time to part-time status, or who is promoted out of the jurisdiction of the Union, shall receive payment for any hours of paid time off accumulation that he or she is entitled to at the time of his or her termination or promotion out of the jurisdiction of the Union.

For the purposes of this Section, a part-time employee who works forty (40) hours per week, including statutory holidays, for eight (8) consecutive weeks, exclusive of replacement hours, shall be entitled to receive accumulated paid time off as provided in this Section at the appropriate full-time rate of pay.

"Replacement hours" shall be those hours that an employee works or is assigned that would normally be worked by another employee were it not for the latter's absence due to illness, vacation, Leave of Absence, Workers' Compensation, Weekly Indemnity or other contractual absence. The employee shall be advised when he or she works or is assigned replacement hours.

In the event that an employee working more than thirty-six (36) hours per week for the required period alleges that he or she is being prevented from working forty (40) available hours, he or she may request an explanation from the Store Manager concerned. If he or she is not satisfied with the explanation, the Union may lodge a grievance in accordance with Sections 17 and 18 to determine whether or not the employee should be working forty (40) hours per week.

Employees will be advised of their ATO entitlement on a weekly basis in writing, according to current or developed practices.

- 5.04 Statutory Holidays: The following days shall be considered statutory holidays: New Year's Day, Family Day, Good Friday, Victoria Day Canada Day, B.C. Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and all other public holidays proclaimed by the Federal, Provincial or Municipal Governments, provided that all other major retail grocery stores close on any such holiday proclaimed and, further, that in the case of a statutory holiday proclaimed by a Municipality, only those stores of the Employer in that Municipality shall be affected by the requirements of this Section.

Commencing with their fifth (5th) week of employment, employees shall receive the following statutory holiday pay:

Average hours worked in four (4) weeks preceding week in which holiday occurs:

Twenty (20) but less than twenty-four (24)
- Four (4) hours pay for each holiday

Twenty-four (24) but less than thirty-two (32)
- Six (6) hours pay for each holiday

Thirty-two (32) hours or more
- Eight (8) hours pay for each holiday.

For purposes of determining statutory holiday pay entitlement for full-time employees, all paid time off and hours absent due to sickness or accident, not exceeding thirty-nine (39) consecutive weeks calculated from the first day of such continuous illness or accident, shall be counted as hours worked if the full-time employee would have been scheduled to work such hours they were absent.

For purposes of determining statutory holiday pay entitlement for part-time employees, hours spent on paid vacation and hours paid for statutory holidays shall count as time worked. Should the "four (4) weeks preceding the week in which a holiday occurs" include time off without pay which is connected with vacation pay received at some other time of the year, then the "four (4) week test" shall not include such absence. In this case, the "four (4) weeks" shall be the last four (4) weeks excluding such absences.

All work performed on a statutory holiday shall be paid for at the rate of time and one half (1½) the employee's rate of pay and, where so entitled, the employee shall also receive pay for the statutory holiday.

If an employee is eligible for statutory holiday pay while on Weekly Income benefits, Workers' Compensation or Sick Leave, it is understood and agreed that the maximum amount of pay that he or she will receive from such sources for any particular day shall not be more than one hundred percent (100%) of his or her normal daily pay.

By the employee's choice and mutual agreement of the Employer, Statutory Holidays may be scheduled in the week prior or the week following the week in which the Statutory Holiday occurs. Further, it is agreed re-scheduled Statutory Holidays will be scheduled with a day off or an ATO

5.05 Posting of Schedules: Work schedules will not be used for disciplinary or discriminatory purposes.

Schedules will be listed by seniority with date of hire. Department heads will be listed first.

Personal Time Off: Should the Store Manager or Assistant Manager offer a full-time employee the opportunity to leave early, this Personal Time Off (PTO) shall be unpaid but the hours of PTO shall count for the purpose of accumulating Sick Leave, ATO, Vacations and Statutory Holidays. The Company agrees that PTO shall be implemented within eighteen (18) months of Ratification 2009.

5.06 Full-Time Employees: Weekly work schedules for full-time employees shall be posted by Saturday, two (2) weeks in advance.

5.07 Part-Time Employees: The Employer shall post the weekly work schedule for all employees not later than Monday 6:00 p.m. for the following workweek. An employee's schedule may be changed without notice in the event of absence of other staff due to sickness or accident or in the event of emergencies, such as fire, flood, breakdown of machinery or other instances of force majeure. In all other cases, at least twenty-four (24) hours' notice of any change must be given or four (4) additional hours' pay given in lieu of notice.

In the case of students, they must be notified on the day before of any change to his or her schedule or be given an additional two (2) hours' pay if the schedule is changed for a school day and four (4) hours' pay if the schedule is changed for a non-school day.

Service Clerks must be notified the day before of any change to his or her schedule or be given an additional two (2) hours' pay.

The Employer is required to make a reasonable effort to advise individual employees of changes to their work schedule once it has been posted.

It is understood that this Clause does not apply to casual employees.

The Employer is required to make a reasonable effort to verbally advise individual employees of the changes to their work schedule once it has been posted.

5.08 Requested Time Off (RTO): Part-time employees, requesting and who are granted RTO prior to the posting of the work schedule, shall not have their hours of work for the week reduced as a result of the granting of the request. It shall be optional for the Employer to reduce the hours or days for any request made and granted after the posting of the work schedule.

5.09 Consecutive Day Off: The Employer shall schedule consecutive days off for all full-time employees subject to the operational needs of the store. **The Employer shall endeavor to schedule two (2) consecutive days off for all employees with open availability subject to the operational needs of the store.** In addition, wherever practical, ATO days shall also be scheduled with consecutive days off. In consultation with Store Management or the Department Head, where it can be demonstrated by the Shop Steward that scheduling of consecutive days off with ATO can be accomplished without an adverse affect on the operation of the department, the Employer shall do so. In consultation with Store Management or the Department Head non-consecutive days off may be arranged by mutual agreement between the employee(s) provided it does not result in any other employee(s) not getting consecutive days off.

5.10 Split Shifts: There shall be a daily starting time for each employee. Daily hours of work for full-time employees shall be consecutive, with the exception of meal periods. Part-time employees shall not be required to work a split shift except by mutual agreement between the employee and the Employer. Such agreement shall be given by the employee in writing. When an employee has agreed to work split shifts and wishes to withdraw such agreement, twenty-four (24) hours notice shall be given to the Employer. Agreement and withdrawal of same shall only take place once during the life of the Collective Agreement.

Part-time employees shall have the right to claim split shifts according to Section 14(d) or to not claim split shifts. It is agreed that this is the intention of the existing language.

Employees' daily hours of work shall be consecutive wherever possible, with the exception of meal periods.

5.11 Late Closing Schedule (Midnight Stores): Employees scheduled to work store closing shifts shall not be scheduled later than thirty (30) minutes after store closing time.

5.12 Night Work Rotation: There shall be fair rotation of night work when the store is open for business insofar as this is practical for store operation. It is understood that students shall be excluded from this provision.

Senior employees whose years of service plus age equals seventy (70), may opt out of Night Stocking Crew.

5.13 Express Checkouts: Express checkout duties will be rotated so that no Clerk Cashier will be required to serve more than three (3) hours per day in such duties. A premium of time and one half (1½) shall be paid for all hours over three (3) hours per day spent in the express checkout. It shall be the employee's responsibility to notify Management when the three (3) hours are completed. An employee may finish the order in progress without the penalty applying.

5.14 Meal Periods: Meal periods shall be one-half (1/2) hour. Meal periods shall be scheduled not later than the commencement of the employee's shift and normally will commence between the hours of 11:15 a.m. and 1:30 p.m. It is understood this schedule shall be inoperative under unusual circumstances.

Employees who work an eight (8) hour shift shall have a meal period to commence not earlier than three (3) hours or later than five (5) hours after commencement of the shift; however, when such employees commence their shift between 12:00 noon and 1:30 p.m., their meal period shall not be scheduled prior to 4:30 p.m. Part-time employees working over five (5) hours but less than eight (8) hours shall be entitled to a thirty (30) minute meal period.

Clerk Cashiers have the option of taking a fifteen (15) minute unpaid rest period either with or separate from an existing fifteen (15) minute paid rest period. This may be taken in lieu of the thirty (30) minute unpaid meal period. The employees will notify Management of their option to ensure efficient scheduling.

5.15 Rest Periods: All employees shall have two (2) fifteen (15) minute rest periods in each work period of six (6) hours or more, one (1) rest period to be granted before and one (1) after the meal period. This shall include Student employees working six (6) hour shifts. Employees working a shift of four (4) hours but less than six (6) hours shall receive one (1) rest period during such a shift. Rest periods shall not begin until one (1) hour after the commencement of work or the end of a meal period. Rest periods shall not begin less than one (1) hour before either the meal period or the end of the shift. Rest periods shall be taken without loss of pay to the employee.

Clerk Cashiers working more than a four (4) hour shift but not more than a five (5) hour shift shall have the right to a fifteen (15) minute unpaid rest period either with or separate from the existing fifteen (15) minute paid rest period. The employees will notify Management of their option to ensure efficient scheduling.

Times for Clerk Cashiers' rest periods shall be set out by the Employer on a sheet which shall be available for Clerk Cashiers to review prior to the commencement of their shifts. Such times can be altered by Management (within the confines of Section 5.15) should the need arise.

The Employer will schedule rest periods for Clerk Cashiers on the checkstand so that no Clerk Cashier shall be scheduled to work more than three (3) consecutive hours. The parties recognize that rest periods may be delayed due to unexpected business fluctuations.

5.16 Time Clocks: The Employer shall provide each store with a time clock in order to enable employees to record their time for payroll purposes. Employees shall record their own time at the time they start and finish work and the time they commence and return from meal periods. Employees who fail to record all time worked in the manner required by this subsection shall, upon complaint of the Union, be disciplined as follows:

- 1st violation
 - one (1) week suspension without pay
- 2nd violation
 - two (2) weeks suspension without pay
- 3rd violation
 - termination of employment.

Suspensions shall be implemented within forty-five (45) days of notification by the Union unless a longer period is mutually agreed upon between the Union and the Employer or in the event that the requested suspension becomes subject to the Grievance Procedure.

Any such dispute shall be subject to the Grievance and Arbitration Sections of this Agreement. Any employee terminated for the above reasons shall not be entitled to notice or pay in lieu of notice under Section 13 of this Agreement.

Management agrees to assume its full responsibility in seeing that all employees are compensated for all time worked. Management personnel who deliberately violate this provision shall be disciplined by the Employer.

All clocks within the Store shall be synchronized to reflect the same time.

5.17 Overtime Pay: All time worked in excess of the basic workweek, as defined in Section 5.01 and Section 5.04, or the regular working day scheduled by the Employer, shall be paid at the rate of time and one half (1½) the regular rate. Compensating time off shall not be given in lieu of overtime pay. A part-time employee working on more than five (5) days in one (1) week shall be paid at the rate of time and one half (1½) for work performed on the sixth (6th) day. Time worked after 6:30 p.m. on Christmas Eve and New Year's Eve shall be paid for at double time.

All hours worked over ten (10) in any one (1) day shall be paid at double the basic rate.

All hours worked over forty-eight (48) in any one (1) week shall be paid at double the basic rate.

It is agreed that no one will be paid more than one (1) overtime premium for any overtime hours worked.

When required to work overtime, an employee may decline if he or she has a valid reason. Such refusal shall be accepted provided there is another employee on the shift when overtime

is required who is prepared to work the overtime and has the ability to perform the work required.

- 5.18 Overtime - Rest Period - Lunch Money: If an employee is required to work more than one (1) hour but not more than two (2) hours overtime, he or she will be given a fifteen (15) minute paid rest period.

If an employee is required to work more than two (2) hours overtime, he or she will be given the same fifteen (15) minute paid rest period mentioned in the above paragraph and, in addition, receive a five dollar (\$5.00) meal allowance.

This provision applies to overtime in excess of an eight (8) hour day. It is understood that all overtime of less than four (4) hours shall be continuous with the end of the shift, with the exception of a meal period where one is given as defined above.

- 5.19 Sunday Work: For purposes of the Collective Agreement, Sunday is considered the first (1st) day of the basic workweek and, in the event an employee worked in excess of the basic workweek as set out in Section 5.01, the last such day or days worked in such weeks shall be considered as the day or days for which overtime applies.

1. Work on Sunday shall be voluntary.
2. Sunday work shall be considered as "available hours" as set out in Section 14.05, and shall be offered according to seniority.
3. Employees shall notify Management at the beginning of each two (2) month period of their availability to work on Sundays.
4. If sufficient employees are not available to work on Sundays, the Employer shall have the right to schedule hours according to "reverse seniority," provided the employee has the ability to perform the work required.
5. Notwithstanding the foregoing, it is understood that the Employer may require "key personnel" to work on Sundays.

- 5.20 Shift Differential (Night Premium):

(a) A Night Premium of one dollar (\$1.00) per hour shall apply to all employees working night crew.

(b) The Lead Hand shall receive an additional one dollar (\$1.00) per hour premium.

(c) Night Crew hours are 12:01 a.m. – 8:30 a.m.

Premium pay for night work shall not be added to an employee's rate of pay for the purpose of computing overtime pay.

- 5.21 Shift Interval: There shall be an interval of not less than ten (10) hours between shifts for all employees. An employee who is not allowed a ten (10) hour interval between shifts shall be paid at the rate of time and one half (1½) for time worked prior to the expiry of the ten (10) hour interval.

5.22 Consecutive Day Limit: Full-time employees will not be required to work in excess of six (6) consecutive days and also will not be required to work two (2) consecutive Saturday/Sunday shifts.

No part-time employee shall be required to work more than six (6) consecutive days. It is understood that there will not be any "available hours" claim involving a seventh (7th) or subsequent days of work.

5.23 Work Loads: If an employee believes the amount of work he or she is required to perform is excessive over what is required from the rest of the staff and it will result in an occupational accident or occupational injury to him or her, the question shall be referred to Section 17 of this Agreement.

5.24 Night Stocking: Where two (2) or more employees are working on a night shift in a store where regular or systematic night stocking is in effect and there is not a premium rate Clerk, Assistant Manager or Management personnel in charge, the person in charge shall not be compensated at less than the Lead Hand rate which shall be forty-five cents (45¢) per hour over the employee's regular rate.

5.25 Effective the Sunday after ratification the amount shall be increased to one dollar (\$1.00) per hour over the employee's regular rate.

The following rules shall apply to night stocking:

1. Night stocking shifts shall commence at 12:01 a.m. five (5) nights per week except as hereinafter provided.
2. As an alternative to Point (1) above, one 12:01 a.m. shift may be worked on any night of the week with the remaining shifts falling within the time outlined in Point (3).
3. Shifts not commencing at 12:01 a.m. shall start on or after 5:00 a.m. and shall end before 12:00 midnight.
4. An employee's shift during one (1) week shall fall within the same eighteen (18) hour span.
5. Employees regularly assigned to stocking shifts while the store is closed for business shall be rotated to a shift every two (2) months which does not involve regular night stocking unless otherwise mutually agreed in writing between the employee and the Employer (a copy to be sent to the Union). If this is not practically possible in certain stores, the Employer and the Union Representative will discuss alternatives that may provide a fair rotation system.

The Employer agrees to schedule Stocking Crews consecutive days of work wherever possible, subject to the operational needs of the store. Where it can be demonstrated that the scheduling of consecutive days of work can be scheduled, the Union and the Employer shall meet and determine a method of solution.

The above shall be subject to emergencies as defined in Section 5.07 of this Agreement.

No Clerk shall be required to work alone on the premises on night shift.

SECTION 6 – Classification of Employees

6.01 General Clerks - to perform any duties assigned in the store, except as provided herein Section 6.01.

Shall not be reduced in classification when assigned to duties listed under other categories.

The Employer agrees not to assign General Clerks to perform checkstand duties but both parties recognize that General Clerks may be required to perform these functions in the following circumstances:

- For relief for meal or rest periods.
- Unscheduled absences of staff.
- Due to business emergencies.

Business emergencies are defined as unexpected increases in customer business. This exception cannot be justified where it is used on a regular basis.

The Employer agrees not to make changes in the assignment of General Clerk duties that will have a significant negative effect on the number of hours worked by Clerk Cashiers.

If the Union feels that changes have taken place contrary to the above, the Union and the Employer shall meet to discuss the problem.

If the parties cannot agree to a solution to the problem, either party may refer the matter under Section 103 of the Labour Code.

6.02 Clerk Cashiers - duties restricted to following:

- a. Checkstand duties.
- b. Price changes, but not to include case lots, floor displays or end displays.
- c. Office work.
- d. Stocking in the checkstand area.
- e. Cleaning and housekeeping duties relating to checkstand, snack bar or bakery counter.
- f. Snack bar duties.
- g. Bakery counter duties.
- h. Bulk foods (but not to include stocking).
- i. File maintenance duties.

It is agreed that General Clerks currently performing file maintenance duties shall be "red circled" and that when the current General Clerks are replaced, they shall be replaced by Clerk Cashiers.

Clerk Cashiers who perform duties other than those listed under the Clerk Cashier classification shall be paid at the General Clerk rate for all such time so spent.

6.03 Service Clerks - duties restricted to the following:

- A. Wrapping groceries and taking them to customers' vehicles and collecting shopping buggies.
- B. Complete bottle refunds, sorting of bottles and taking empty bottles to the back of store, where applicable.
- C. Stock bags or boxes in checkstand area.
- D. Clean in checkstand area (including sweeping only of the checkstand).
- E. Price checks and return of perishable goods only from checkstand (but not to include stocking.)
- F. Cleaning parking lot.
- G. Clean spills and breakage.
- H. Hang signs and window banners.
- I. Getting change for Clerk Cashiers.
- J. Pick up all items from sales area for customers going through the checkstands.
- K. Water, cleaning and arranging outside garden centre.

Penalties for violation of Service Clerk duties:

L. Service Clerk

- 1st violation
 - written warning from Union
- 2nd violation
 - two (2) weeks suspension without pay
- 3rd violation
 - termination of employment.

M. Bargaining Unit Employee: Directing Service Clerk to violate rules re Service Clerk duties:

- Same penalties as Service Clerk, Section 6.03 (L), above.

N. Nonbargaining Unit Person Directing Service Clerk to violate rules re Service Clerk duties:

- 1st violation
 - written warning from Union

- 2nd violation
 - five hundred dollar (\$500.00) fine

- 3rd and subsequent violations within a twelve (12) month period of the date of the last violation will result in fines of one thousand dollars (\$1,000.00) for each violation. Where twelve (12) months has elapsed from the date of the written warning or the last fine without infraction, the Employer is entitled to another notice.

Where the Employer has been fined, such fine is to be dispatched to William Mercer Limited who will notify the Union of receipt of such fine and the particulars in respect to which violation the fine was paid. William Mercer Limited will deposit the monies into the Retail Clerks Industry Pension Plan.

6.04 General Clerks, Utility Clerks or Clerk Cashiers who perform duties listed in Section 6.03 above shall not have their rate of pay reduced while assigned to perform such duties. Where Service Clerk duties are assigned to other classifications, no claim for available hours shall exist from Service Clerks.

SECTION 7 – Wages

7.01 A. Subject to Letter of Understanding #16, employees employed at ratification (December 6, 2013) shall receive not less than the following schedule of wages during such time as this Agreement is in force, provided that if an employee is receiving a wage rate or premium rate for night work which is in excess of the rates herein contained, such wage rates or premium rate for night work shall not be reduced by reason of the signing of this Agreement.

Wage Grid: SAR 2009 – March 31, 2013

Accumulated Hours	SAR 2013	
	F/T	P/T
0-2080	10.25	10.25
2081-3120	10.25	10.25
3121-4160	10.48	10.48
4161-5200	11.42	11.48
5201-6000	12.42	12.48
6001-6800	13.42	13.48
6801-7600	14.42	14.48
7601-8400	15.42	15.58
8401-9000	16.42	16.83
9001-9600	17.42	18.08
9601-10,200	18.47	19.40
10,201 +	22.70	23.97

B. Employees actively employed on the Company's payroll on the date of ratification will receive off-scale increases as follows:

- April 1, 2015 - 30 cents
- April 1, 2016 - 30 cents
- April 1, 2017 - 25 cents

- April 1, 2018 - 25 cents

Employees employed on or before December 6, 2013 will receive off-scale increases as follows:

- **June 1, 2020 - 20 cents**
- **June 1, 2021 - 20 cents**
- **June 1, 2022 - 30 cents**

- C. Employees hired after ratification (December 6, 2013) shall receive not less than the schedule of wages contained in LOU #21 during such time as this Agreement is in force provided that if an employee is receiving a wage rate or premium rate for night work which is in excess of the rates herein contained, such wage rates or premium rate for night work shall not be reduced by reasons of the signing of this Agreement.
- D. In the accumulation of hours for full-time employees hired on or before July 22, 2004, for these purposes and these purposes only, hours taken on ATO will be added to hours actually worked
- E. Except as expressly provided otherwise by this Agreement, accumulated hours for the purpose of this Article 7 shall mean actual hours of work, including overtime, but shall not include any unworked time.
- F. 1. There shall be a bi-weekly pay day and each employee shall be provided with a Statement of Earnings and Deductions for the pay period covered.
2. The Employer is committed to the early resolution of payroll disputes. If an employee believes that they were paid incorrectly, he/she should immediately bring it to the attention of the Store Manager.

The Employer will cooperate with Employees and their individual circumstances and may issue a salary advance, not to exceed 50% of their bi-weekly payout, upon written request.

- G. Upon request, an employee will be given an itemized explanation by the Store Management of the account(s) shown in the “Premium Pay” and “Flat Adjustment” boxes of the Statement of Earnings and Deductions.
- H. Signing Bonus – Employees actively employed on the Company’s payroll on the date of ratification will receive Stong’s gift cards, to be used for groceries only, as follows:
- Full-time - \$1,000
 - 33-39 hours - \$ 750
 - 24-32 hours - \$ 500
 - < 24 hours - \$ 250

7.02 Service Clerks with over one (1) calendar year of service who transfer to other classifications, as provided in Section 14.16, shall receive credit for three (3) months' experience in that classification.

7.03 Produce and Assistant Managers will be paid the Produce or Assistant Manager's rate in stores where there are three hundred (300) hours per week or more worked in the Grocery (includes Produce) Department for a period of four (4) consecutive weeks. The rate need not be paid after the hour requirement is not met in a four (4) consecutive week period until such time as the hour qualifications are again met.

7.04 Relief Rate: An employee relieving a Produce Manager or Assistant Manager who is absent for two (2) or more full shifts (8 hours) shall be paid for such relief work for all time so employed at the Produce Manager's equivalent hourly rate or the Assistant Manager's rate established in this Agreement.

An employee temporarily relieving a Store Manager in a store other than his or her home store shall receive additional compensation at the rate of not less than ten dollars (\$10.00) per week over the Assistant Manager's rate of pay for the basic workweek for all time so employed. All overtime will be computed at the relieving Manager's rate. An employee relieving a Store Manager in the employee's home store shall, if relieving for more than one (1) day, receive additional compensation at the rate of not less than ten dollars (\$10.00) per week above the Assistant Manager's rate for the basic workweek for all time so employed unless otherwise provided by special memorandum attached to this Agreement. This does not apply to persons employed as full-time Relief Managers.

7.05 Minimum Hours: All employees shall be paid their regular hourly rate for each hour worked except where employed for less than four (4) consecutive hours per day, in which event they shall receive a minimum of four (4) hours pay. An employee who is called for work and, upon reporting, finds that his or her services are not required, shall receive two (2) hours' pay.

The above regulations apply to students who work on a day which is not a school day or on a day on which the store is open for night shopping. A student who is called for work on a school day on which the store is not open for night shopping must work a minimum of two (2) hours or be paid for two (2) hours. A student who is called for work on a school day and, upon reporting for work, finds that his or her services are not required, shall receive two (2) hours' pay.

Notwithstanding the above Clauses in Section 7.05, a Service Clerk who is called for work and, upon reporting for work, finds that his or her services are not required, shall receive two (2) hours' pay. A Service Clerk who is called for work and commences work, and finds his or her services are no longer required, shall be guaranteed two (2) hours' pay. On Saturday only, a Service Clerk shall receive reporting pay of four (4) hours.

7.06 For the purpose of computing rates of pay for part-time employees, one hundred seventy-three and one third (173½) hours shall mean one (1) month of service.

7.07 Credit For Previous Experience: All employees shall be classified according to previous comparable supermarket experience. Previous comparable experience shall be granted on the following basis:

A. Out of the industry for less than one (1) year will receive credit for fifty percent (50%) of their previous experience to a maximum credit of twelve (12) months' credit for previous experience.

B. Out of the industry for more than one (1) year, will receive credit for fifty percent (50%) of their previous experience up to a maximum of six (6) months' credit for previous experience.

No previous experience will be considered unless it has been stated by the employee on his or her Application for Employment form. (This provision shall not apply where employees fail to indicate their previous comparable experience by agreement with Management.) New employees having previous comparable experience may be paid at a lower scale of wage than their claimed experience calls for but not less than the minimum rate established by this Agreement for an evaluation period not to exceed forty-five (45) days from the date of employment, providing that if the employee's services are retained, then after the forty-five (45) day period they shall receive any difference between the evaluation rate paid and the rate for which their experience qualifies them retroactive to the date their employment started, and shall receive written notification showing the credit granted for previous experience.

In the event of any disagreement as to the credit granted for previous experience, such disagreement shall be considered a Grievance and the Grievance Procedure provided in this Agreement shall apply. Providing that the Employer has:

- C. Provided the employee with the "New Employee" letter provided for in Section 2.02 of this Agreement not later than two (2) weeks from the date of employment, and
- D. Provided the employee with the written notification showing credit granted for previous experience within the forty-five (45) day period required by this Section, and
- E. Provided the Union with a copy of the letter showing credit granted for previous experience within the same period

then no consideration will be given to any disagreement pertaining to credit for previous experience if presented later than sixty (60) days from the date of employment.

- 7.08 Jury and Witness Duty Pay: An employee summoned to Jury Duty or Witness Duty, where subpoenaed in a court of law, or where subpoenaed to an Arbitration Hearing or Labour Board Hearing by the Employer, shall be paid wages amounting to the difference paid them for their services and the amount they would have earned had they worked on such days. Employees performing the said services shall furnish the Employer with such Statements of Earnings as the courts may supply.

Employees shall return to work within a reasonable period of time. They shall not be required to report if less than two (2) hours of their normal shift remains to be worked. Total hours on Jury Duty or Witness Duty and actual work on the job in the store in one (1) day shall not exceed eight (8) hours for purposes of establishing the basic workday. Any time worked in the store in excess of the combined total of eight (8) hours shall be considered overtime and paid as such under the Contract.

An employee's day(s) off will not be altered to circumvent the foregoing.

- 7.09 Staff Meetings: Staff meetings, whether in the store or off the premises, shall be considered as time worked and paid for accordingly, except meal meetings at which the attendance is voluntary. Such meal meetings in excess of three (3) during each Contract year shall be considered as time worked and paid for accordingly.

- 7.10 **Equal Pay for Equal Work:** The Employer shall not discriminate between male and female employees by paying a female employee at a rate of pay less than the rate of pay paid to a male employee, or vice versa, for the same work performed in the same establishment.

A difference in the rate of pay between a female and a male employee based on any factor other than sex does not constitute a failure to comply with this provision.

- 7.11 **Cash Shortages:** No employee may be required to make up cash register shortages unless he or she is given the privilege of checking the money and daily receipts upon starting and completing the work shift, and unless the employee has exclusive access to the cash register during the work shift and unless cash is balanced daily, except as specified below.

No employee may be required to make up register shortages when Management exercises the right to open the register during the employee's work shift, unless the register is opened in the presence of the employee and the employee is given the opportunity to verify all withdrawals and/or deposits.

No employee shall be held responsible for cash shortages unless he or she has exclusive access to his or her cash.

- 7.12 **Learning Prices and Codes:** Learning prices and codes shall be included in the employee's daily work schedule and shall be paid for in accordance with the terms of the Collective Agreement.

7.13 **Temporary Transfers**

When an employee is transferred or moved to another store during his or her work shift, he or she shall be paid for all time spent en route from one store to another and will be paid bus fare if using bus transportation, or he or she will be paid mileage at the prevailing Treasury Board rate if he or she uses a car.

All travelling time connected with the employees' job, except going to and returning from work shall be paid for.

7.14 **Permanent Transfers Between Stores**

The Employer will not transfer employees between stores without their consent.

Employees may request a transfer to another store, but the transfer will only occur if the Employer consents.

Where any transfer occurs, the Parties will seek to minimize the impact on available hours in the Store the employee is transferred into.

An employee who transfers to another store will maintain their seniority and wage rate, and subject to their hours worked, will also maintain any benefits.

Where any concern arises about the impact of a transfer on a store, the Union and the Employer will meet to discuss those concerns. If the impact will be significant, any dispute may be referred to expedited mediation/arbitration before a Labour Board Special Investigating Officer.

SECTION 8 – Vacations with Pay - Leaves of Absence

8.01 A "year of service" for purposes of paid vacation shall mean one thousand seven hundred (1,700) hours of actual work with the Employer within a calendar year, provided, however, that all time absent on paid vacation and paid statutory holidays, and time lost due to sickness or accident not exceeding thirty-nine (39) consecutive weeks calculated from the first day of such continuous illness or accident, shall be considered as time worked.

Effective January 3, 1988, the percentage (%) vacation pay in Sections 8.03, 8.05, 8.06, 8.07 and 8.11 shall be computed on the basis of one fifty-second (1/52) for each two percent (2%) of entitlement, excluding the annual Sick Leave payout.

(Note: An employee absent due to sickness or accident in excess of thirty-nine (39) consecutive weeks shall earn "time" only as it relates to Section 8.05)

Full-time employees who wish to receive their vacation pay in advance of the normal time must notify the Employer, in writing, by Saturday of the week prior to the week in which the vacation pay is desired.

"Years of service" shall also be deemed to include any period which an employee served in the Armed Forces during time of war or declared national emergency, provided that he or she was an employee of the Employer immediately prior to joining the Armed Services and resumed employment with the Employer immediately following his or her discharge. For purposes of paid vacation where the services of an employee are retained by a purchaser of the business, his or her services shall be deemed to be uninterrupted by the sale or purchase of the business and shall be binding upon the purchaser.

Should an employee fail to meet the one thousand four hundred fifty (1,450) hour test or the one thousand seven hundred (1,700) hour test for vacation eligibility because of the L.O.A. provisions in the Collective Agreement (i.e.: T.A.B., Education Leave, One Year Leave, etc.), the year will be removed from the calculation of continuous years. This will bridge the prior continuous years of service for vacation purposes with the subsequent year(s) of service.

8.02 Two (2) weeks of an employee's paid vacation shall be consecutive and given during the regular vacation period - April 1 to September 30. This can be varied if mutually agreeable to the employee and the Employer. However, employees entitled to five (5) or more weeks of vacation may take three (3) consecutive weeks of vacation during the regular vacation period except during the prime time of July and August unless otherwise mutually agreed.

Employees entitled to four (4) or more weeks' paid vacation, shall receive a minimum of two (2) of their additional weeks consecutively unless otherwise mutually agreed.

Vacations must be taken in units of not less than one (1) week.

Once initial vacations have been selected during the regular vacation period (April 1 to September 30) subject to the operational needs of the store, any weeks in which no employee has chosen any vacations will be available for selection by seniority.

Vacations in excess of the two (2) or three (3) weeks are to be scheduled between October 1 and April 1 and at a time requested by the employee, provided three (3) months' prior notice has been given by the employee. If more than two (2) employees from the same store request

vacations for the same time, seniority shall govern. The foregoing shall not apply to the month of December except where vacations are arranged by mutual agreement.

- 8.03 Where an employee has worked throughout a calendar year for the same Employer, but for less than one thousand seven hundred (1,700) hours of that calendar year so that he or she has not earned an annual holiday, and where his or her employment with the Employer has not terminated, the Employer shall, in lieu of an annual holiday, pay to the employee, notwithstanding that he or she had not earned an annual holiday, an amount equal to four percent (4%) of the employee's total wages and salary earned from that Employer during the calendar year.

The pay to which an employee is entitled pursuant to this Subsection shall be paid to the employee in one of two ways, either

- A. Not later than March 15 covering the period ending December 31 of the previous year, or
- B. Within two (2) weeks of the employee's anniversary date for the previous work year.

Choice of either of the above alternatives will be made by each Employer and all employees of any Employer covered under this Section shall be paid in a like manner. Each Employer will inform the Union of the method to be used.

- 8.04 When a statutory holiday occurs during an employee's vacation an extra day's vacation with pay shall be granted if the holiday is one which the employee would have received had he or she been working. Where an employee receives three (3) or more weeks' vacation with pay and a statutory holiday occurs during the employee's paid vacation, an extra day's pay may be given in lieu of an extra day's vacation with pay if, in the opinion of the Employer, an extra day's vacation with pay will interfere with vacation schedules or hamper operations.

- 8.05 The following vacation schedule shall apply:

- Employees with one (1) year of service but less than three (3) consecutive "years of service" shall receive two (2) weeks' vacation with pay annually.
- Employees with three (3) or more consecutive "years of service" shall receive three (3) weeks' vacation with pay annually.
- Employees with eight (8) or more consecutive "years of service" shall receive four (4) weeks' vacation with pay annually.
- Employees with thirteen (13) or more consecutive "years of service" shall receive five (5) weeks' vacation with pay annually.
- Employees with eighteen (18) or more consecutive "years of service" shall receive six (6) weeks' vacation with pay annually.
- **Employees who, on date of ratification 2018, have a higher vacation entitlement than above, shall not have their entitlement reduced.**

Vacation pay for vacation provided in Section 8.05 shall be computed on the basis of forty (40) hours' pay or two percent (2%) of the employee's earnings for the employee's calendar year prior to leaving on vacation, whichever is the highest, for each week of paid vacation to which

the employee is entitled. Employees must take vacation to which they are entitled and cannot receive pay in lieu of vacation, except as hereinafter provided.

- 8.06 Employees who work a minimum of one thousand four hundred fifty (1,450) hours in each calendar year for three (3) consecutive years, but who do not otherwise qualify for three (3) weeks' vacation with pay, shall be entitled each year in which they qualify to six percent (6%) of their current year's gross earnings and have a choice of equivalent paid vacation or pay in lieu thereof.

Employees who work a minimum of one thousand four hundred fifty (1,450) hours in each calendar year for eight (8) or more consecutive years, but who do not otherwise qualify for four (4) weeks' vacation with pay, shall be entitled each year in which they qualify to eight percent (8%) of their current year's gross earnings and have a choice of equivalent paid vacation or pay in lieu thereof. Paid statutory holidays and vacations are considered as time worked.

- 8.07 Employees whose employment is terminated or if they terminate and give two (2) weeks' notice in writing to the Employer, shall receive all earned vacation pay or applicable percentage of earnings, whichever is higher, less any paid vacation taken plus the applicable percentage of earnings for any period since the employee's last anniversary date and date of termination.

Earned vacation pay shall mean vacation earned in accordance with Sections 8.01 and 8.05 prior to the employee's last anniversary date.

Employees terminating their employment without the above notice shall receive no more than four percent (4%) of earnings for vacations earned plus four percent (4%) of earnings for any period since the employee's last anniversary date and date of termination.

- 8.08 Part-time employees who have worked less than one thousand seven hundred (1,700) hours in the previous year, but who have worked an average of twenty-four (24) or more hours per week, shall be entitled to two (2) weeks' vacation without pay. It is understood that such employees must advise the Employer by February 1 if they want vacations that year. The time of vacation is to be mutually agreed upon. Time spent on such vacation shall be counted as time worked for purposes of qualifying for benefits under Section 9.

- 8.09 Any employee commencing employment between October 1 and December 31 shall be entitled to receive five (5) days' Leave of Absence the following year during the vacation period.

8.10 Single Day Vacation:

- (a) Any employee who is entitled to vacation time off may request to take one (1) week of vacation and break it into five (5) Single Vacation Days off. These vacation days shall be granted by seniority on the following basis:
- (b) Single Day Vacation requests will be approved during the annual vacation, however, the Single Day Vacation will not prevent an employee's ability to be granted the Saturday off prior to, and Sunday off following a week's vacation.
- (c) Employees may request their days off be consecutive with the Single Day Vacation day off.
- (d) Only one (1) Single Vacation Day may be taken per week.

- (e) Single Day Vacation days shall not count toward the allotted vacation time off slots for vacation weeks
- (f) Single Day Vacations are subject to the operational needs of the department and in the case of multiple requests, the requests will be denied in order of reverse seniority.
- (g) Single Day Vacation will not impact any employee's ability to take a full week or impact fair rotation practices.

8.11 Vacation Scheduling: Vacation schedules, once approved by the Employer, shall not be changed except by mutual agreement between the employee and the Employer. Company seniority shall apply in preference for vacations within the store. In cases where transfers of personnel into a store make the foregoing inoperable, the fairest alternate procedure shall be adopted.

Upon request, wherever possible, the Employer will schedule full-time employees the first day of the week after vacation as a day off. Furthermore, the employee's starting time for the first shift upon returning from paid vacation shall be written on the schedule prior to leaving on vacation.

8.12 Vacation Maintenance:

- A. Vacation entitlement is to be maintained for full-time or part-time employees whose hours are reduced, either by themselves or the Employer. Such entitlement shall be to a maximum of ten percent (10%). Time off entitlement will be in accordance with the percentage entitlement.
- B. Maternity Leave shall count for vacation purposes. Leaves of Absence for Union business relating to conventions and, in the case of work in the Union office, shall count for the purposes of vacations for a period of twelve (12) months.
- C. If an employee is transferred from one Bargaining Unit to another in British Columbia, then the employee's vacation entitlement as defined in this Section, shall be transferable.

8.13 Leaves of Absence: Except as otherwise indicated in the Collective Agreement, applications for Leaves of Absence without pay will be adjudicated on the basis of merit, compassion, length of service and the operational needs of the store. Leaves of Absence shall not be unreasonably withheld.

All employees shall be entitled to a one (1) year unpaid Leave of Absence after five (5) years of service. Employees on such a Leave of Absence shall neither earn nor lose seniority.

8.14 Educational Leave: Employees with four (4) years or more of continuous service with the Employer shall be entitled to an Educational Leave of Absence for up to one (1) year without gain or loss of seniority as of the time the employee leaves.

The following terms and conditions shall apply to such Leaves:

- A. One (1) employee per store at any one time shall be eligible for Educational Leave. In stores with more than forty (40) employees, two (2) people per store will be entitled to Educational Leave.

- B. Written application for the Leave shall be coordinated through the Employee Relations Department. Notification of the person going on Leave shall be provided to the store, Union and employee involved.
- C. Seniority shall be the determining factor in scheduling the Leave.
- D. Such Leave will be granted on a one-time only basis per employee.
- E. The employee must be attending an accredited educational institution. The parties reserve the right to discuss and resolve the application of this in any particular case.
- F. While on Leave the employee shall not take employment with any competitor in the food business. (Violation of this provision may result in termination.)
- G. It is understood a person on Leave could be offered minimal part-time work with the Employer without seniority or rights to such work for the duration of the Leave.
- H. The period of time off will not count towards time worked for vacation entitlement.
- I. One (1) month's notice of return to work must be given to the Employer unless a return date has been established prior to leaving.
- J. During the period of such Leave the employee will be allowed to self-pay their preleave benefit status for M.S.P., E.H.B., H.E.P., and Life Insurance in advance by quarterly installments.

Employees are to have advance notice of the cost of these benefits before going on leave. Individual benefit breakdowns will be provided where possible.

Take-A-Break Leave (TAB): Employees are entitled to apply for a Take-A-Break Leave of Absence up to a maximum of forty (40) days per year (but not to exceed eight [8] calendar weeks in duration) subject to the following conditions:

Scheduled vacation time shall take precedence over the granting of Take-A-Break Leave of Absence.

The parties desire to have this new provision complied with in spirit and intent. Any abuse, violations or conflicts arising from it will be discussed between the parties before any action is taken.

- K. Application for such Leaves must be in writing and are subject to the approval of the Store Manager and Employee Relations Department. Every effort should be made to provide as much notice as possible.
- L. Requests for Take-A-Break Leave of Absence will be granted to all employees provided there is another available employee in the store who is capable of doing the work required.
- M. The Employer shall maintain Health and Welfare coverage for full-time employees during Take-A-Break up to a maximum of eight (8) weeks per calendar year but not in excess of two (2) calendar weeks per calendar quarter.

- 8.15 Military Leave: An employee who is a member of the Canadian Armed Forces, including the Primary Reserve, and who is part of an operational deployment, will, upon two (2) weeks' notice where possible, be granted a Leave of Absence without loss of seniority. Employees may be required to provide documentation to support the leave request.

SECTION 9 – Health and Welfare Plan

- 9.01 The Employer shall make available the following or similar benefits as mutually agreed between the Employer and the Union to eligible regular full-time employees (as defined below).

The cost of the benefits under Sections 9.07, 9.08, 9.09, 9.10, 9.11, 9.12 and 9.13 below shall be paid one hundred percent (100%) by the Employer.

An eligible full-time employee shall be one who has three (3) consecutive months current employment at the effective date of the Plan.

Benefits for full-time employees who are laid off will be maintained by the Employer for one half (½) of the employee's recall period as specified in Section 14.04 on the following basis:

- B.C. Medical Services Plan (M.S.P.)
- Group Life Insurance
- Hearing aid, eyeglasses and prescription drug coverage

A regular full-time employee who does not have three (3) months' current consecutive full-time service at the effective date of the Plan, or a new employee, shall be eligible the day following the date their current consecutive full-time service reaches three (3) months.

- 9.02 A regular full-time employee reduced to part-time shall continue to be eligible to participate in the Plan. Full-time employees reducing to below thirty-two (32) hours per week shall receive proportionate Weekly Indemnity benefits.

Employees shall return completed enrollment forms as soon as possible. The Employer will only offer benefits after first eligibility test is met. If refused at that time by the employee, further testing is not required. If an employee later wants coverage, it is his or her responsibility to make application to the Employer. If he or she is eligible for coverage, the same rules regarding late enrollment as apply to full-time staff may be imposed.

- 9.03 The Employer shall also make available the benefits to employees (except students) who work an average of thirty-two (32) hours per week for a period of three (3) consecutive months. Such employees shall receive the same benefits as set out for full-time employees in this Section of the Agreement.

- 9.04 For the purposes of entitlement and disentanglement, the conditions set out below will apply:

- A. Employees who average thirty-two (32) hours per week for a three (3) month period will be eligible for all benefits under Section 9 on the first of the month following meeting this requirement. Eligibility verifications will be done each month ending on the last Saturday of the month on a 4, 4, 5 basis, i.e.: if an employee had averaged thirty-two (32) hours per

week in the three (3) months prior to April 25, he/she would become eligible for the benefit package on May 1.

- B. If an employee fails to meet the eligibility test, he/she will continue to be eligible for three (3) months. At that time he/she will be tested again and, if eligible, will continue receiving benefits. If not eligible, will cease receiving benefits. Thereafter at the end of each month, the employee's eligibility will be tested and, as soon as he/she becomes eligible again, benefits will be reinstated.

9.05 The Employer shall also make available:

- Medical Services Plan (M.S.P.)
- Extended Health Benefit (E.H.B.)
- Hearing Aid, Eyeglass, Prescription Drug Plan (H.E.P.)

to employees (except students) who work an average of twenty-four (24) hours per week for a period of three (3) consecutive months.

For the purposes of entitlement and disenitment, the hours' tests set out above will apply, but will be based on twenty-four (24) hours instead of thirty-two (32) hours per week.

New employees who are covered by the B.C. Medical Services Plan at the date of their employment can elect to maintain their continuity of coverage to be paid as defined above.

9.06 Enrollment of group benefits shall be compulsory at the option of the Employer. The Employer, at his option, may require all enrollment cards to be signed within three (3) months from the date that regular full-time employment commenced.

If, under exceptional circumstances, an employee does not sign an enrollment card within three (3) months of employment, he or she may be allowed a further month of grace at the option of the Employer. A period of grace longer than one (1) month may be allowed by the Employer; but, in such cases, a medical examination at the employee's own expense shall be compulsory and a three (3) month penalty period may be imposed.

9.07 Physical Examination: Where the Employer requires an employee to take a physical examination, doctor's fees for such examination shall be paid by the Employer. Except prior to commencement of employment and the first four (4) weeks of employment, such examinations shall be taken during the employee's working hours without loss of pay to the employee.

9.08 Medical Benefits: The B.C. Medical Services Plan. In addition, the M.S.A. Extended Health Plan or its equivalent on the basis of a twenty-five dollar (\$25.00) maximum of eligible medical expenses to be paid by the employee. It is understood that Extended Health benefits shall be made available to employees who are covered under their spouses' B.C. Medical Services Plan or similar coverage, provided the employee is otherwise eligible.

Dependent coverage shall be available under the Medical Plan. A dependent shall be as defined under the B.C. Medical Services Plan or as may be mutually agreed. Employees may elect to have their spouse and children covered under the B.C. Medical Services Plan unless the spouse is covered separately.

- 9.09 Eyeglass, Drug and Hearing Aid Plan: The Plan shall provide the following benefits to eligible employees:
1. Prepaid Drug Plan with no deductible.
 2. Eyeglasses, lenses and frames, to a maximum of three hundred dollars (\$300.00) per person every two (2) calendar years.
 3. Hearing aids to a maximum of seven hundred dollars (\$700.00) per person once every four (4) years.
 4. Eye exam, to maximum of seventy-five dollars (\$75.00) every two (2) years. (Coverage is limited to employee only.)
 5. It is understood all employees' dependents shall be covered by this Plan. Eligible dependents shall be spouse and a covered employee's unmarried children under the age of nineteen (19), or under the age of twenty-five (25) while attending an educational institution provided such person is still dependent on the employee.

- 9.10 A. Group Insurance and Weekly Indemnity Benefits: Weekly Indemnity benefits shall be paid commencing on:
1. The first (1st) day of hospitalization due to nonoccupational accident or sickness, or
 2. The fourth (4th) day of absence due to sickness or nonoccupational accident with a twenty-six (26) week benefit period.

Weekly Indemnity payments shall be in the amount of seventy-five percent (75%) of an employee's straight-time rate of pay.

Group Life Insurance shall be a minimum of fifty thousand dollars (\$50,000.00). Where Group Life Insurance Plans have coverage in excess of fifty thousand dollars (\$50,000.00), then such Plans shall continue in force during the currency of this Collective Agreement.

- B. U.I.C. Sick Leave Integration (Stong's): The Employer shall have the right to integrate U.I.C. sick leave with weekly indemnity as discussed during negotiations.

- 9.11 Third Party Liability: Effective Sunday after ratification, should an employee receive Weekly Indemnity benefits as the result of an accident and he/she subsequently receives a wage loss settlement from ICBC covering the same period, the amount by which Weekly Indemnity benefits and Sick Leave benefits cause the total replacement income to exceed the employee's regular earnings shall be reimbursed to the Company.

Any banked sick days which may have been used shall be returned to the employee's banked sick days' accumulation.

- 9.12 Life Insurance - Conversion Privilege: If your coverage ceases because your employment or your membership within the eligible classes ends, you may convert your insurance to some form of individual life policy offered by Prudential Insurance without having to pass a physical examination.

If you qualify for the Retiree Death benefit, the amount of it will be deducted from the amount of life insurance you are otherwise entitled to convert.

You have thirty-one (31) days to make application for conversion and to pay the required premium following termination of your insurance. However, if you are given written notice of your right to convert, you have no more than thirty-one (31) days from the date of termination of insurance, or until twenty-five (25) days after you are given notice, whichever is the later date.

If you should die within the thirty-one (31) day period after your coverage ends, your amount of insurance will be paid to your beneficiary. If your life insurance is payable under the group policy, payment will not be made under the converted policy, and premiums paid for the converted policy will be refunded.

9.13 Long-Term Disability Plan: The Employer shall provide an LTD Plan for eligible employees.

The Plan will provide sixty percent (60%) of salary and will activate when either W.I. or WCB benefits are exhausted.

A "day of absence" shall mean absence from a scheduled workday for the employee concerned.

The payment of the Weekly Indemnity benefit shall be based on a five (5) days per week basis for employees regularly working the basic workweek. Eligible part-time employees' Weekly Indemnity benefits shall be based on a seven (7) days per week basis. For example, a part-time employee shall receive one seventh (1/7th) of the weekly income rates for each day that he or she is entitled to benefits. Once on benefits, a part-time employee will receive such payments for each day of the week, including Sundays, statutory holidays and regularly scheduled days off.

Upon recuperation from an accident or illness, an employee will give the Employer as much notice as possible of his or her intention to return to work.

If an employee cannot work due to illness and his or her Weekly Indemnity is about to lapse, he or she shall have the right to continued coverage for life insurance by paying the full premium.

9.14 Where an employee submits a claim to the Workers' Compensation Board which would, were it not for the existence of Workers' Compensation, entitle the employee to Weekly Indemnity benefits under this Section and such claim is disputed or delayed by the Workers' Compensation Board, the employee may submit a claim for Weekly Indemnity benefits. If the Workers' Compensation Board later accepts responsibility for the payment of such disputed or delayed claim, then Weekly Indemnity benefits received are to be reimbursed to the Employer upon receipt of payment from the Workers' Compensation Board.

Employees that return from an approved WCB leave to pre-leave hours do not have to re-qualify for benefits.

Employees on Long-Term Disability benefit shall receive pension credits.

- 9.15 Employee Assistance Plan: Stong's agrees that it will introduce an Employee Assistance Plan (EAP) covering regular employees working an average of forty (40) hours per week, which at a minimum reflects the same coverage established elsewhere in the Food Industry.

SECTION 10 – Sick Leave Benefits - Family-Related Leave

- 10.01 Sick Leave Benefits: Regular full-time employees shall accumulate credits at the rate of four (4) hours for each full month of employment, up to a maximum of three hundred seventy-six (376) hours. Credits shall commence to accumulate from date of full-time employment but can only be applied after completion of a three (3) month full-time employment eligibility period.

Absences except vacation, statutory holidays, paid sick time, bereavement leave, ATO or jury duty will not be counted for determining a full month of employment.

Part-time employees who work on average of thirty-six (36) hours per week for thirteen (13) consecutive weeks will accumulate credits at the rate of four (4) hours for each full month of employment.

It is agreed that accumulated Sick Leave information will be made available to employees on a monthly basis.

If an employee fails to meet the above hour requirement for a period of thirteen (13) consecutive weeks from the time he or she first fails to meet it, such an employee shall be disqualified. However, such disqualified employees shall retain their "bank" of accumulated Sick Leave credits and may use such credits until the credits are exhausted. Sick pay in such cases shall be applied only to absences on the employee's regularly scheduled workdays.

The Employer shall apply any accumulated Sick Leave to absences due to sickness or noncompensable accident not covered by Insured Weekly Indemnity benefits (or similar benefits) and shall supplement Weekly Indemnity benefits (or similar benefits) at the employee's request, in writing, but not to exceed the employee's normal earnings.

An employee, having accumulated Sick Leave benefits and who is reduced to less than thirty-six (36) hours per week, will be paid Sick Leave to the extent of such accumulation for actual time off the job, due to illness, not covered by Weekly Indemnity.

Employees, if found abusing this privilege, shall be disciplined by the Employer. In such cases, the Employer may discontinue or reduce the benefit of the employee or terminate the employee.

It is the obligation of the employee to provide as much notice as possible when they are unable to report for a scheduled shift.

The employee shall make every effort to notify the Employer of the absence as well as advising the Employer as to the estimated length of the absence and give notice of when they are able to return to work.

- 10.02 Sick Leave Payout: Employees who retire on pension, or who voluntarily terminate their employment with the Employer, or who are permanently laid off from their employment with the Employer shall, upon termination or retirement, be paid any Sick Leave accumulation they may have to their credit.

Employees who have a Sick Leave credit balance in excess of twelve (12) days (ninety-six (96) hours) as of December 31, 1983, and on each December 31 thereafter, shall receive a cash payout to a maximum of six (6) unused Sick Leave days (forty-eight (48) hours) provided no employee's Sick Leave bank shall fall below twelve (12) days (ninety-six (96) hours) as a result of a cash payout. Eligible employees shall receive a cash payout prior to January 31 of each year.

Return to Work After Illness: After absence due to illness or injury, the employee must be returned to his or her job when capable of performing his or her duties.

- 10.03 Workers' Compensation Supplement: Where a regular full-time employee is qualified for Workers' Compensation, the Employer shall make up the difference between the employee's regular straight-time earnings at his or her regular hourly rate of pay and what he or she receives from the Workers' Compensation Board for the first three (3) scheduled working days of absence from the job. This is to be taken out of the Sick Leave credits of the employee if such credits exist. Otherwise, the Employer shall pay this amount. Thereafter, the Employer shall make up the difference between seventy-five percent (75%) of the employee's straight-time earnings based on his or her regular hourly rate of pay and what he or she receives from the Workers' Compensation Board for a period of up to thirteen (13) weeks from the first (1st) day of absence due to injury on the job.

Part-time employees shall be entitled to use their Sick Leave accumulation for make-up to one hundred percent (100%) for the first three (3) scheduled working days of absence.

In the event the Workers' Compensation Board challenges initial coverage, or after going on WCB benefits, the Workers' Compensation Board terminates such benefits because the Board has decided that the employee's disability is no longer related to the compensable injury, the Employer will pay the Workers' Compensation Board portion and an amount equal to the difference between seventy-five percent (75%) of the employee's straight-time earnings and the Workers' Compensation Board portion for a period up to thirteen (13) weeks as an advance until the matter is decided. If the claim is later allowed by the Workers' Compensation Board, the Employer will be refunded that portion of the advance paid by the Workers' Compensation Board either directly from the Board or, if not possible, from the employee. At the Employer's option, the employee will pursue the Appeals Procedure under the Workers' Compensation Board.

- 10.04 Funeral Leave: In the event of death of a brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandchild, or any relative living in the household of the employee, the Employer will grant up to three (3) paid days compassionate Leave of Absence. This leave will be granted to attend the funeral and such time off must be taken at the time of bereavement and/or time of service.

The family members listed in this paragraph include "step" family members, for example, father also includes step father.

Employees may split their entitled time off between bereavement and time of service.

In the event of death of spouse, father, mother, or child, the employee shall be entitled to one (1) week's leave of absence with pay at the time of bereavement. It is understood that in the case of a part-time employee, the compensation shall be at the average hours worked during the preceding **thirteen (13)** weeks.

An employee's day off will not be altered to circumvent funeral leave benefit. This leave may be extended for up to five (5) days, with the agreement of the Employer, by using vacation time, ATO, R.T.O., or T.A.B.

Employees may request up to five (5) working days of vacation time, ATO, or unpaid leave for time off in the event of the death of other family members not listed above.

10.05 Maternity Leave, Paternity/Parental Leave

1. Maternity Leave:

- a. A pregnant employee who requests leave shall be given an unpaid leave of absence without loss of any privileges for a maximum of seventeen (17) weeks, up to eleven (11) weeks prior to the expected delivery date and at least six (6) weeks after the actual delivery date. The employee may choose to delay the commencement of her pregnancy leave, provided she is medically fit to perform the full range of duties of her position. This will not affect the employee's entitlement to pregnancy leave.
- b. An employee who requests leave under this section after the birth of a child or the termination of a pregnancy is entitled up to six (6) consecutive weeks of unpaid leave beginning on the date of the birth or of the termination of the pregnancy.
- c. An employee is entitled to up to six (6) additional consecutive weeks of unpaid leave if, for reasons related to the birth or the termination of the pregnancy, she is unable to return to work when her leave ends under point (a) or (b).
- d. All such requests must be submitted in writing at least two (2) weeks prior to the employee's return to work date. The request must specify the length of the extension and the revised date the employee will be able to return to work. the length of the extension can be modified by mutual consent.
- e. In addition to the Pregnancy Leave set out above, the attending physician certifying that the health of the mother or child may be in danger by the mother continuing to work may extend such leave prior to delivery.
- f. An employee requesting a shorter period than six (6) weeks after the actual birth to return to work must provide written notice to the Employer of not less than one (1) week before the date the employee proposes to return to work. If required by the Employer, the request must be accompanied by a physician's medical certificate stating the employee is able to return to work.
- g. Benefit entitlement for the above leaves shall be as required by the B.C. Employment Standards Act.

2. Paternity Leave/ Co-Parental Leave

An employee about to become a father or a co-parent shall be entitled to an unpaid leave of absence of up to five (5) days at the time of the birth of his child or the adoption of a pre-school child or children. The employee may use ATO's or one (1) week's vacation at their option.

3. Parental Leave

- a) An employee who requests parental leave under this section is entitled to:

- (i) for a birth mother who takes leave within one year of the birth of a child and in conjunction with pregnancy leave taken under Section 10.05(1) – up to thirty five (35) weeks of unpaid leave beginning immediately after the end of the leave taken under Section 10.05(1).
 - (ii) for a birth mother who does not take a leave under Section 10.05(1) in relation to the birth of a child – up to thirty seven (37) weeks of unpaid leave beginning after the child’s birth and within fifty two (52) weeks after that event.
 - (iii) for a birth father – up to thirty seven (37) weeks of unpaid leave beginning after the child’s birth and within fifty two (52) weeks after that event.
 - (iv) for an adopting parent – up to thirty seven (37) weeks of unpaid leave beginning within fifty two (52) weeks after the child is placed with the parent.
- b) If certified by a licensed medical practitioner that the child requires an additional period of parental care, the employee is entitled to up to five (5) additional weeks of unpaid leave, beginning immediately after the end of the leave taken under subsection (a) above.
 - c) The employee is required to give the Employer four (4) weeks’ advance notice in writing of their intention to take a leave under subsection (a) (i) (ii) (iii). The Employer may request this notice be accompanied by a medical practitioner’s certificate or other evidence of the employee’s entitlement to the leave.
 - d) Benefit entitlement for the above leaves shall be as required by the B.C. Employment Standards Act.

4. Compassionate Care Leave

The Employer will provide compassionate care leave as permitted by government legislation.

10.06 Medical Reports: The Employer agrees to pay the fee for medical reports required by the Employer for Sick Leave or Weekly Indemnity provisions to a maximum of fifty dollars (\$50.00).

10.07 Maintenance of Benefits: The Employer agrees to maintain the full cost of Health and Welfare premiums when an employee is absent on Weekly Indemnity or Workers' Compensation claims or on Sick Leave to a maximum of six (6) months. The employee shall reimburse the Employer for the employee portion of such payments upon his or her return to work, or if unable to return to work, within such reasonable time as agreed between the Employer and the employee.

The Employer agrees to maintain the cost of the following Health and Welfare premiums only for those employees on Long-Term Disability, as follows:

- B.C. Medical Services Plan (M.S.P.) }
- Group Life Insurance } For duration of LTD
- Extended Health Plan covering eye- }
- glasses, drugs and hearing aid }
- benefits

10.08 Workers' Compensation Rehabilitation Benefit Maintenance:

- A. Rehabilitation Program: Where an employee on Group Insurance, LTD or WCB benefits is disabled from performing his/her usual job, but may be able to perform other jobs covered by this Agreement, the Union and the Employer agree to co-operate to facilitate a change in classifications or jobs.

The Employer and the Union mutually agree to co-operate with the Workers' Compensation Board or any other agency in efforts to rehabilitate an injured worker. Where reentry into the Bargaining Unit is not possible because of permanent disability, the parties agree to co-operate to retrain an injured worker.

- B. WCB Rehabilitation Program: In the case of employees on a WCB Rehabilitation Program covered by Section 10.08 (A), the Employer agrees to maintain benefits for the term of rehabilitation at the level existing at the date of injury to a maximum of a three (3) month period in addition to the six (6) months set out above in Section 10.07. At the end of this maintenance period, benefits shall be determined by hours worked. This benefit maintenance shall not apply to an employee who is being retrained for a job outside any of the Contract Bargaining Units.

SECTION 11 – Retail Clerks Dental Plan

- 11.01 The Employer agrees with the Union, along with other employers who have similar agreements with the Union, to establish a Retail Clerks Dental Plan, such Plan to be an incentive plan unless this later proves inoperable. This Plan will cover members of the Union employed by those Employers, and the dependents of such members, in accordance with the eligibility provisions adopted by the Trustees. The Plan may also cover such other persons in the industry and their dependents on whose behalf contributions have been made and who are approved by the Trustees.

There shall be a Board of Trustees made up of three (3) persons appointed by the Employers who are signatory to the Agreement and three (3) persons appointed by the Union. The Trustees shall appoint a Chairperson and, if the Trustees are unable to agree on the selection of a Chairperson, they shall request the Supreme Court of British Columbia to appoint such person from among their number.

The Trustees shall select a Trust Company, or such other financial institution, to whom contributions by the Employer to the Plan shall be paid.

The Employer agrees to make contributions to the fund of twenty-nine cents (29¢) per hour for each straight-time hour of actual work by all employees within the Bargaining Unit of this Collective Agreement, including hours worked on Sunday if such hours are part of the basic workweek of an employee. Such contributions shall not exceed eleven dollars sixty cents (\$11.60) per week for any one employee. If it is determined by Actuarial advice that different contributions are required to maintain benefits under the Plan, then the contributions shall be changed in amounts and on dates determined by such Actuarial advice.

Paid vacations for full-time employees and statutory holidays for all employees shall be considered as time worked for all purposes of the Collective Agreement.

Contributions, along with a list of employees for whom they have been made and the amount of the weekly contribution for each employee, shall be forwarded by the Employer to the Trust

Company or a financial institution and, subsequently, to the Retail Clerks Dental Plan as established, and shall do so not later than twenty-one (21) days after the close of the Employer's four or five week accounting period. The Employer agrees to pay interest at the rate established by the Trustees on all contributions not remitted as stipulated herein.

The Trustees shall meet and shall decide on the type and form of the Retail Clerks Dental Plan and shall employ counsel or consultants as they may deem necessary and advisable.

It is agreed that, in the event the Government of Canada or the Province of British Columbia provide a noncontributory dental care plan with similar benefits, the Employer's obligations to continue contributions to the Retail Clerks Dental Plan shall cease. It is further understood, should a Government plan create duplicate benefits, then these benefits shall be deleted from the Retail Clerks Dental Plan and the Employer's contribution in respect to the cost of these benefits shall cease.

Effective Sunday after ratification, the orthodontic limit shall be increased to two thousand five hundred dollars (\$2,500.00) on the above basis for eligible dependents who have not exceeded previous limits.

Effective Sunday after ratification, 1993, the orthodontic limit shall be increased to three thousand dollars (\$3,000.00) on the above basis for eligible dependents who have not exceeded the twenty-five hundred dollar (\$2,500.00) limit.

SECTION 12 – United Food & Commercial Workers Pension Plan

- 12.01 A. Effective the first pay period following the date of ratification of July 22, 2004, the Employer agrees to pay to the Trust Account or Trust Fund established for the Plan, the percentage set forth of the earnings of each bargaining unit member to the UFCW Industry Pension Plan Trust Fund.

The amount applicable shall be as follows:

<u>Date</u>	<u>Percentage</u>
Ratification Date	7%
January 6, 2008	8%
January 8, 2012	8.75%
December 30, 2018	9% *for employees employed at date of ratification 2013

*Current employees employed at date of ratification (December 6, 2013) will have their pension contributions increased to 9% on the last Sunday of 2018 (December 30, 2018).

- B. Definition of Earnings:

The earnings of a Member for each contribution period shall be calculated as follows:

- (1) The number of straight-time hours actually worked by the Member multiplied by the straight-time hourly rate of pay, determined in accordance with the Collective Agreement, applicable to each such straight-time hour actually worked, plus
- (2) The amount of vacation pay and statutory holiday pay received by the Member during the contribution period.

- (3) The number of straight-time non-worked hours taken by the Member as scheduled ATO (as opposed to payout) during the contribution period multiplied by the straight-time hourly rate of pay, determined in accordance with the Collective Agreement, applicable to each such straight-time non-worked hour taken as scheduled ATO.

C. The contributions shall be accompanied by a written report showing for each Member:

- (i) the straight-time hours actually worked separately for each distinct hourly rate of pay which applied to such hours;
- (ii) the straight-time hourly rate of pay applicable to each group of straight-time hours actually worked by the Member as described in i) above;
- (iii) the results of multiplying the straight-time hours in i) by the rate in ii) above;
- (iv) the straight-time non-worked hours taken as scheduled ATO separately for each distinct hourly rate of pay which applied to such hours;
- (v) the straight-time hourly rate of pay applicable to each group of straight-time non-worked hours taken as scheduled ATO by the Member as described in iv) above;
- (vi) the results of multiplying the hours in iv) by the rate(s) in v) above;
- (vii) vacation pay received by the Member in the contribution period;
- (viii) statutory holiday pay received by the Member in the contribution periods;
- (ix) the sum of items iii), iv) and v);
- (x) the amount of the Employer contributions payable; and
- (xi) the amount of the Employee contribution payable.

In addition, the Employer agrees to pay interest on all such contributions which are not postmarked or deposited within thirty (30) days of the last day of the contribution period, at the prime interest rate of the Bank of Canada, on a per annum basis, from the last day of the period. The applicable prime interest rate for the first six (6) months of any year will be the rate in effect on January 1st of that year and for the last six (6) months of any year at the rate in effect on July 1st.

Each contribution period shall comprise not less than four (4) nor more than five (5) weeks.

- D. The Employer and the Union agree to the method of selection of Employer and Union Trustees to administer the Plan. The terms of the Plan and its administration shall be entirely the responsibility of these Trustees or their valid replacements, provided that the Plan is administered consistently with this Collective Agreement, subject to any applicable government law or regulation under the Income Tax Act of Canada. Subject to the foregoing, the parties are bound by the actions taken by the Employer and Union Trustees under the Plan.

Effective January 1, 2003 or the first day of employment of each participating Employee and for the duration of the Collective Agreement between the Union and the Employer, and any renewals or extensions thereof, or until otherwise changed through collective

bargaining or mutual agreement by the Union and the Employer, it is agreed that the following Employee contributions shall be made to the Plan and Trust:

- (1) By each participating Employee – a percentage of their Earnings received from the Employer.

The percentage applicable to each participating Employee shall be as follows:

Age Last Birthday	Percentage
Less than 30	NIL
30 or more but less than 40	1%
40 or more but less than 50	2%
50 or more	4%

Contributions by participating Employees shall be made by payroll deduction.

Changes in contribution by participating Employees shall be effective from the first day of the pay period following the date in which they become 30, 40 and 50 respectively.

Pay period shall mean the weekly period from Sunday through Saturday used by the Employer for paying Earnings to participating Employees.

Prior to the date of ratification in paragraph A, earnings shall mean the total compensation paid to a participating Employee and recorded as earnings (excluding taxable benefits) on the T-4 (or similar tax reporting form should this designation by Revenue Canada be changed in the future) provided to the participating Employee each year.

After the date of ratification in paragraph A, *earnings* shall have the same meaning in paragraph B above.

Participating Employee shall mean each Employee of the Employer as of date of ratification who is subject to the Collective Agreement and each future Employee who becomes subject to the Collective Agreement from the date they are first employed except for:

1. Employees who are disabled on date of ratification and are receiving (or entitled to receive) wage loss benefits under a Weekly Indemnity or Long Term Disability Plan to which the Employer makes contributions, as long as they continue to be disabled and entitled to such benefits;
2. Employees who are disabled on date of ratification and are receiving (or entitled to receive) wage loss benefits from WCB as long as they continue to be disabled and entitled to such benefits;
3. Employees who are absent from work on date of ratification as a result of a statutory, maternity or parental leave as long as they continue to qualify for such leave.

The Employer will provide to the Trustees a listing of all Employees subject to the Collective Agreement who are subject to each of the foregoing paragraphs.

SECTION 13 – Notice or Pay in Lieu of Notice

- 13.01 Commencing after four (4) months from date of employment, full-time employees when terminated by the Employer, unless guilty of rank insubordination, dishonesty, drunkenness, obvious disloyalty or absence without Leave unless having a bona fide reason for such absence, shall receive notice in writing or pay in lieu of notice as follows:
- After four (4) months and up to two (2) years of continuous service
 - one (1) week's notice in writing or one (1) week's wages in lieu thereof.
 - From two (2) years up to five (5) years' continuous service
 - two (2) weeks' notice in writing or two (2) weeks' wages in lieu thereof.
 - More than five (5) years' continuous service
 - four (4) weeks' notice in writing or four (4) weeks' wages in lieu thereof.
- 13.02 This Section shall not invalidate an employee's right to process his or her termination and to be reinstated as set out in Section 17, providing the employee has been employed by the Employer for more than four (4) calendar months or five hundred (500) hours whichever is greater.
- 13.03 The Employer agrees to give full-time employees one (1) week's notice in writing prior to layoff. Such notice shall not be required in cases of layoffs due to fire, flood or other cases of force majeure.
- 13.04 Full-time employees reduced to part-time who terminate or are terminated within three (3) months of the date of their reduction to part-time shall be given whatever pay in lieu of notice they were entitled to immediately prior to the date of their reduction to part-time, unless terminated for and guilty of rank insubordination, dishonesty, drunkenness, obvious disloyalty or absence without Leave except where the employee has a bona fide reason for such absence.
- 13.05 A copy of notice of dismissal or layoff of full-time employees who have been employed more than four (4) calendar months days shall be forwarded to the Union office at the date of giving such notice to the employee concerned.
- 13.06 Probationary Period: During the first **four (4)** months of employment, each new employee shall be on probation and will receive a written evaluation within three (3) months of employment. Evaluations **will** be given to the probationary employee and the Chief Shop Steward, as well as delivered to the Union office by the Employer. Time off, such as WI, WCB will be added to probationary period.

SECTION 14 – Seniority

- 14.01 Seniority Defined: Seniority shall mean length of continuous service within the employee's current classification and bargaining unit.

For clarification, continuous service shall include all Leaves of Absence from work pursuant to the Collective Agreement, i.e: vacations, accident/illness, Leaves of Absence, etc.

Employees shall retain and continue to accrue seniority during such absences except as specified in Section 8.14, Education Leave, and Section 14.08, Student Seniority.

Break In Seniority: In the event an employee leaves the Bargaining Unit and subsequently returns to the Bargaining Unit, the employee's seniority date shall for all intents and purposes be the date upon which the employee returns to the Bargaining Unit. This applies where the break in service is the result of the employee moving to an Excluded position of the Employer.

- 14.02 Full-Time Employee: A full-time employee, for purposes of seniority, shall mean an employee who has worked an average of at least thirty-six (36) hours per week during a thirteen (13) consecutive week period in the Bargaining Unit in the area covered by the Collective Agreement. Paid time off will be considered as hours worked, as well as absence due to sickness or accident, but limited to hours the employee would have been scheduled to work.
- 14.03 Part-time employees shall proceed to full-time status according to their Bargaining Unit seniority. For purposes of proceeding to available full-time positions, part-time seniority is extended to include the entire Bargaining Unit.
- 14.04 Layoff and Recall: Length of continuous employment with the Employer shall govern in cases of layoffs and recall, provided the employee has the ability to perform the work required. Employees shall be recalled by classification as required. The foregoing shall not apply to:
- A. Assistant Manager (not more than two [2]), and
 - B. Employees hired to work on relief staff or replace employees who are absent due to vacations, sickness, accident or other Leaves of Absence. Employees laid off in accordance with the above provisions by the Employer shall be recalled to work in order of length of service with the Employer, provided:
 - C. No more than six (6) months has elapsed since the last day worked by the employee;
 - D. For employees with one (1) year or more of service, no more than twelve (12) months has elapsed since the last day worked by the employee;
 - E. The employee reports for duty within twenty-four (24) hours from time of recall.

If an employee, when contacted, for proper and sufficient reason is not immediately available to commence work, the next employee on the list can be hired temporarily. If the contacted employee cannot report for work until three (3) working days later, he or she shall exchange his or her seniority with the next employee on the list who is immediately available for employment until he or she is recalled, at which time he or she shall resume his or her original seniority status. If he or she does not report in one (1) calendar week from date of recall without proper or sufficient reason, he or she shall be dropped from the seniority list.

The employee shall keep the Employer informed of his or her current address and telephone number. If the Employer is unable to contact the employee within five (5) working days, or if the employee is contacted and refuses the employment without proper

and sufficient reason by the end of the five (5) day period, the employee will be dropped from the seniority list.

F. The employee is capable of performing the work.

Employees rehired in accordance with Section 14.04 (C) and (D) above shall retain their previous length of service for the purposes of this Section and Section 13.

14.05 Reduction and Increase of Hours: For the purposes of this Section, there shall be four (4) classifications: General Clerk, Clerk Cashier, Service Clerk, and Utility Clerk.

Preference in available hours of work in a store shall be given to senior employees in the same classification within the store, provided they are available and can perform the work, subject to Section 14.07 of this Section.

It is understood that the employee shall assume his or her responsibility in notifying or in reporting any violation of the seniority Clause in the allocation of hours at the earliest possible time. Any monetary adjustment or compensation arising from incorrect scheduling shall not be paid retroactively for a period greater than two (2) weeks prior to the time the Grievance was first lodged.

The Employer will endeavour to maximize the number of hours scheduled for part-time employees in accordance with their seniority and the Collective Agreement, provided they are available and can perform the work and provided they have not restricted their availability. The foregoing does not imply an obligation to schedule more hours in any classification than the Employer has determined are necessary.

The Employer agrees that it will, in cases where there has been a significant decrease in hours of work in the store, transfer part-time employees in order to maximize their hours of work. Upon request of the employee, the Employer and the Union shall meet to discuss the problem and determine a method of solution.

14.06 Scheduling of Overlapping and Abutting Shifts: Where it can be shown that overlapping and abutting shifts have been scheduled to deny senior employees available hours, this shall be discussed between the parties. Where a disagreement arises under this Subsection and results in a Grievance, the parties will have two (2) weeks from date the matter is brought to the attention of the Employer to correct any errors in scheduling before a claim for lost wages can be filed.

14.07 Restriction of Availability: A part-time employee who works less than the basic workweek and restricts his or her availability shall sign a form so advising the Employer. One (1) copy of the form is to be mailed to the Union by the Employer. Such employee shall forfeit their right to claim any hours in excess of the number of hours to which they have restricted themselves. When reductions in hours occur, the junior employee, whether or not he or she is of restricted status, shall be reduced first. If an employee wishes to end his or her restricted status, the employee shall so advise the Employer in writing. The employee's full seniority rights shall begin from the date he or she advises the Employer of his or her full availability. An employee shall not be entitled to fill out a form, as outlined above, more than once per year unless otherwise mutually agreed.

A full-time employee who reverts to part-time status at his or her own request shall be considered to have restricted his or her availability and the foregoing shall apply.

- Achieve Full-Time - 3 years part-time + 50% of 4 years as a student = 5 years seniority as a full-time employee.

When more than one (1) student in a store ceases being a student at approximately the same time of year, the part-time seniority ranking among those persons will be the same as was their student seniority ranking in accordance with the above.

Should a student proceed to part-time under the fourth (4th) paragraph above and then revert to student status in the subsequent school year or semester, that person shall be considered on the bottom of the student seniority list.

In the event problems arise regarding student seniority, the Union and the Employer may meet to discuss such problems. The parties shall have authority to make any appropriate adjustment to an employee's seniority.

- 14.09 Service Clerk Seniority: Service Clerks shall have seniority only over junior Service Clerks for preference in available hours.
- 14.10 Greater Victoria, including Victoria, Sidney, Oak Bay, Esquimalt, Saanich and Central Saanich, Colwood, and unorganized territories surrounding Victoria, shall be in a separate Bargaining Unit from Greater Vancouver.
- 14.11 Departmental Staff Reductions: Where there are reductions in staff in departments of the store, employees affected by such reduction shall be given a reasonable opportunity to adapt to the work in other departments in order to enable them to exercise their seniority.

It is understood the foregoing applies only to employees in the top progression rate and that they may be reduced to the six (6) month experience category if their lack of experience in the new position justifies such action.

- 14.12 Sale or Closure of Store: In the event of sale or closure of a store, part-time employees who have worked an average of twenty-eight (28) hours per week or more in the past thirteen (13) weeks shall be able to exercise their seniority in other stores of the Employer within the same Contract area.

In the event that the Employer closes a retail store resulting in employee(s) losing their employment, the Employer agrees to give the employee(s) first consideration, based on continuous service with the Employer in British Columbia Bargaining Unit(s) for rehire within their previous classification, before hiring any new employees in other Bargaining Units within the province of British Columbia. Upon rehire within the same classification, an employee shall receive full credit for previous experience for the purpose of establishing their rate of pay.

- 14.13 Clerk Cashier Transferability: Clerk Cashiers wishing to transfer to General Clerks may do so in accordance with the following procedures:
 - A. Clerk Cashiers wishing to become General Clerks shall make application for such transfer on a form supplied by the Employer upon request.
 - B. All Clerk Cashiers shall be advised of the details of the program and their rights and obligations under same.

- C. Any employee who makes application for the program within the first thirty (30) days after the details have been circulated shall be eligible to receive General Clerk hours, as they become available, in accordance with his or her seniority.
- D. Employees making application after this period shall become eligible for the program in order of their date of application. Should the time of application of two (2) or more employees coincide, then seniority shall be the determining factor among such employees.
- E. Applicants must be prepared to perform the full scope of the General Clerk's job.
- F. Applicants cannot maintain any restrictions regarding number of hours of work per week until all hours are in the General Clerk's category.
- G. There will be a training period of two hundred forty (240) hours of actual work within an eight (8) week period to decide:
 - 1. If the employee wants the work, and
 - 2. If the employee can perform the work. (Such determination to be subject to the Grievance Procedure.)

If it appears that the training period should be adjusted in any individual case, the Union and the Employer shall meet to consider the merits of the particular situation. The training period may then be lengthened or shortened by mutual agreement between the Employer and the Union.

If the employee wishes to opt out of the program during the training period, he or she may do so at any time. If, prior to the expiration of the training program, the Employer claims that the employee is clearly incapable of performing the duties, the Employer shall consult with the Union and the matter shall be investigated to establish that a fair opportunity has been extended to the employee and that the employee will not be able to perform the duties by the end of the training period.

General Clerks shall not be able to exercise their seniority in claiming these hours as they are hours made available for the purpose of training and evaluation.

If either Section 14.13 (G) (1) or Section 14.13 (G) (2) are negative, the employee would return to his or her former Clerk Cashier status.

- H. Employees, except students, who are being paid the General Clerk rate for all hours worked on the date the Clerk Cashier makes application, would have first option on available hours except as set out in Section 14.13 (G) above.
- I. Clerk Cashiers on the program receiving General Clerk's hours must relinquish a corresponding number of hours as Clerk Cashiers. They may claim available hours only in the General Clerk category until he or she receives forty (40) hours per week in the General Clerk category.

Similarly, if there is a reduction in the number of General Clerk hours available to such employee, he or she may exercise his or her seniority in claiming a corresponding number of hours as Clerk Cashier.

When full-time hours have been achieved by the employee transferring into the General Clerk classification in accordance with the above procedure, seniority shall govern in all decisions involving preference in available hours or layoffs subject to Section 14.04.

The foregoing shall not impair an employee's seniority for the purpose of vacation scheduling.

- J. Employees involved in the transfer program at any stage will not be subject to the provisions of Section 6.02 of the Collective Agreement regarding maintenance of rate.
- K. Transfers from Clerk Cashier to General Clerk shall take place in employee's store only. However, if there is more than one (1) Cashier in a store waiting to transfer to General Clerk and another store in the area is going to hire a new General Clerk then, if one (1) of the Cashiers wishes to transfer to that store, the parties will meet to discuss the practicality of the transfer.
- L. An employee transferring from Clerk Cashier to General Clerk hours shall be paid for such hours at the next highest rate on the General Clerk's progression scale for the duration of the training period. Such rate is to be increased to the nine (9) month General Clerk's rate upon completion of the training period. Normal progression increases shall follow in accordance with number of hours worked. If an employee has previously worked regularly at the General Clerk's rate for all or part of their hours, he or she shall receive the top General Clerk's rate or the rate applicable in accordance with their hours. They shall not, in any case, receive less than the General Clerk rate that is next higher to their Clerk Cashier rate.
- M. Should an employee who transferred into the General Clerk category from the Clerk Cashier category face layoffs within twenty-seven (27) months from the time he or she started work as a General Clerk under the program, he or she shall be able to exercise his or her seniority in the Clerk Cashier classification.

An employee may revert to the former classification after having made a choice under Section 14.13 on the same basis as proceeding to General Clerk. The wage rate would then be changed to the applicable rate in the new classification.

Transfer from one classification to another and back can only occur once per individual.

- 14.14 General Clerk to Clerk Cashier: It is the understanding of the parties to provide such a transfer program on the same general basis as the Cashier transferability.
- 14.15 Service Clerk Transferability: A Service Clerk may make a written request for transfer to another classification. Such transfer shall be granted based upon available openings, seniority, and ability. The applicant must have demonstrated satisfactorily to the Company the abilities required in the new classification and must meet a fair and reasonable standard as established by the Company.

Service Clerks shall proceed to these positions by seniority and ability in their store. Service Clerks moving to these positions shall be subject to a sixty (60) day probationary period. If within the sixty (60) day period it is determined that the Service Clerk cannot perform the duties required, they shall have the right to return to the Service Clerk classification with full seniority.

A Service Clerk on the program receiving General Clerk or Clerk Cashier hours must relinquish a corresponding number of hours as a Service Clerk. They may claim available hours in the Service Clerk classification during the transfer program.

Once a thirteen (13) week period has elapsed since starting the transfer program, the transfer will be complete. Their seniority in the new classification will be the date when he/she commenced their **employment**.

All hours worked as a General Clerk or Clerk Cashier will be paid at the next higher rate to their Service Clerk rate. Transfer from the Service Clerk classification to another may occur once per individual and within their home store only.

If he/she wishes to opt out of the program or he/she is incapable of performing the duties within the training period, he/she will be returned to the Service Clerk classification with his/her Service Clerk seniority date.

- 14.16 Staffing New Stores or a Replacement Store: If the Employer transfers employees from one Contract area to another for the purpose of staffing a new or replacement store, such employees shall hold the seniority they had immediately prior to being transferred to the new store. At the end of one (1) calendar week after the store has opened, a seniority list will be prepared showing the seniority of the various employees which shall then become the seniority list in the new Contract area. A copy of such list shall be posted in the store. The term "new store" shall also be taken to mean a "remodel" where the size of the store is increased.

In the case of new store openings where two (2) or more employees commence work on the same date, their seniority shall be determined at the end of the sixty (60) day probationary period. At the end of the sixty (60) day period after the store opening, the seniority dates of transferred and newly hired employees will be sent to the Union office.

The Employer agrees that employees will only be transferred from one bargaining area to another with their consent.

Full-time employees permanently transferred out of the area of this Collective Agreement will resume their seniority rights in the area up to their original date of transfer if transferred back to the area within twelve (12) months.

Full-time employees transferred on a temporary basis shall retain their full seniority rights in the area for six (6) months from the date of transfer.

- 14.17 Seniority: Each store shall post an updated seniority list for that store two (2) times per year.

SECTION 15 – Severance Pay

- 15.01 In the event there is a permanent closure or sale or transfer of ownership of the store or part thereof, causing a regular full-time employee to lose his or her employment, the Employer hereby agrees to pay such employee severance pay at his or her regular rate of pay according to the following schedule:

<u>Full-Time Consecutive Service</u>	<u>Severance Pay</u>
Up to two (2) years	- One (1) week

Over two (2) years - One (1) week's pay for every year of full-time service to a maximum of twenty (20) weeks

Employees who are laid off as the result of store closure(s) can elect to receive their severance pay at any time up to the expiry of their recall period. If an employee is recalled or commences work within the recall period, then a new recall period shall commence from the date of a subsequent layoff.

Should a full-time employee go to part-time and later lose his/her employment due to the circumstances set out in Section 15, then such employee shall be entitled to severance pay under this Section according to his/her years of full-time consecutive service only.

This Clause does not apply to a temporary layoff, full-time employees who accept other full-time or part-time employment with the Employer, or to regular full-time employees who lose employment and are reinstated within thirty (30) days to a full-time status.

Employees who qualify shall not be entitled to the benefits contained in Section 13.01 of this Agreement.

SECTION 16 – Union's Recognition of Management's Rights

16.01 The Union agrees that the management of the Company, including the right to plan, direct and control store operations, the direction of the working force and the termination of employees for proper cause, are the sole rights and functions of the Employer. During the first six (6) months of employment or 600 hours, whichever is greater, each new employee shall be on probation and will receive a written evaluation within three (3) months of employment. (Students must work the 600 hours.) The decision whether to retain or not to retain the employee's services shall be the sole right of the Employer and any termination occurring during that period shall not be subject to Sections 17 and 18 of this Agreement. It is agreed that the probationary period will not apply if it can be shown that an employee has been terminated for any lawful Union activity as set forth in Section 19.09 of this Agreement. Those matters requiring judgment as to competency of employees are also agreed to be the sole right and function of Management subject, however, to discharge of employees on grounds of alleged incompetency being processed under Sections 17 and 18 of this Collective Agreement, providing that such employees have been employed by the Employer four (4) calendar months or more. The parties agree that the foregoing enumeration of Management's rights shall not be deemed to exclude other recognized functions of Management not specifically covered in this Agreement. The Employer, therefore, retains all rights not otherwise specifically covered in this Agreement.

The exercise of the foregoing shall not alter any of the specific provisions of this Agreement.

SECTION 17 – Grievance Procedure

17.01 Any complaint, disagreement or difference of opinion between the parties hereto concerning the interpretation, application, operation or any alleged violation of the terms and provisions of this Agreement shall be considered a Grievance.

Grievances shall be presented in writing and shall clearly set forth the Grievance and the contentions of the aggrieved party, following which the Union Representative or Representatives and the Employer Representative or Representatives shall meet and, in good

faith, shall earnestly endeavour to settle the Grievance submitted. If a satisfactory settlement cannot be reached or if the party on whom the Grievance has been served fails to meet the other party within fourteen (14) days of receiving the written Grievance, either party may, by written notice served upon the other, require submission of the Grievance to a Board of Arbitration, such Board to be established in the manner provided in Section 18 of this Agreement.

- 17.02 Grievances involving the dismissal or layoff of an employee must be submitted to the Employer within ten (10) working days from the date of dismissal or layoff or be waived by the aggrieved party, provided notice has been given as required under Section 13.05.
- 17.03 Any employee alleging wrongful dismissal may place his or her allegation before the Union Representative and, if the Union Representative considers that the objection of the employee has merit, the dismissal shall become a Grievance and be subject to the Grievance Procedure as established by this Agreement.
- 17.04 The Employer agrees to reply in writing as to the disposition of all Grievances submitted by the Union.
- 17.05 Any grievance may, by mutual agreement between the Employer and the Union, be referred at any time to a “trouble-shooter” agreed to by the Parties, on a case-by-case basis, who shall endeavour through mediation to help the Parties resolve the issues in dispute. Such “trouble-shooter” shall not be empowered to render any final and binding decision concerning any grievance. For the duration of this “trouble-shooting” in each case, the time limits otherwise applicable for processing the grievance under this Agreement shall be deemed to be “frozen”, that is, held in abeyance. The costs for the “trouble-shooter” in each case shall be borne equally by the Employer and the Union.

SECTION 18 – Board of Arbitration

- 18.01 The Board of Arbitration shall be composed of three (3) members and shall be established as follows: (The parties may, by mutual consent, agree upon a single Arbitrator.)

Within ten (10) working days (excluding Sundays and holidays) following receipt of such notice, the Employer and the Union shall each select a representative to serve on the Board of Arbitration. The representative of the Employer and the representative of the Union shall, within five (5) days (excluding Sundays and holidays) after they have both been selected, choose an additional member to act as Chairperson. In the event of failure of the nominees of the Union and the Employer to agree upon a Chairperson within the five (5) day period specified, the Director of the Collective Agreement Arbitration Bureau of British Columbia shall be immediately requested to name a third member who shall act as Chairperson of the Board of Arbitration.

Within five (5) days of the appointment of the impartial Chairperson, the Board of Arbitration shall sit to consider the matter in dispute and shall render a decision within fourteen (14) days after its first session. It is understood and agreed that the time limits as set forth herein may be altered by mutual agreement between the Employer and the Union.

No person shall serve on a Board of Arbitration who is involved or directly interested in the controversy under consideration. Grievances submitted to an Arbitration Board shall be in writing and shall clearly specify the nature of the issue.

In reaching its decision, the Board of Arbitration shall be governed by the provisions of this Agreement. The Board of Arbitration shall not be vested with the power to change, modify or alter this Agreement in any of its parts, but may, however, interpret its provisions. The expense of the impartial Chairperson shall be borne equally by the Employer and the Union unless otherwise provided by law.

The findings and decision of the Board of Arbitration shall be binding and enforceable on all parties. A decision of a majority of the Board of Arbitration shall be deemed to be a decision of the Board.

- 18.02 In the case of discharge which the Board of Arbitration has determined to have been for an improper cause, the Board shall order the reinstatement of the employee and shall award him or her full or part back pay.
- 18.03 Expedited Arbitration: Expedited Arbitration may be proposed by the Union or the Employer within forty-five (45) days after the grievance has been filed as per Section 17.01. Within seven (7) days of referral to Expedited Arbitration, either party must respond as to their decision to proceed to Expedited Arbitration or Arbitration under Section 18.01.
- a) Access to the Expedited Arbitration procedure shall be limited to discharge cases, and other cases provided Expedited Arbitration is invoked within forty-five (45) days of the grievance being filed, as per Section 17.01.
 - b) Within seven (7) days of being referred to Expedited Arbitration, an attempt to mediate the dispute shall be made.
 - c) If mediation should fail, an Expedited Arbitration shall be held no less than ninety (90) days after referral to Expedited Arbitration.
 - d) A final and finding decision will be handed down with twenty (20) days of the Expedited Arbitration case being held.
 - e) Within sixty (60) days of ratification the Employer and Union shall develop a list of Arbitrators that are agreeable to both parties.
 - f) Matters not referred to Expedited Arbitration may be referred by either party to the regular Arbitration procedure as contained in Section 18.01 and all Arbitrations referred under Section 18 must be held within ninety (90) days of referral to Arbitration and a decision must be rendered within twenty (20) days of the Arbitration being presented.
- 18.04 Troubleshooter: Chris Sullivan, Brian Foley, Irene Holden or any other individual agreed by the parties, shall be scheduled on a rotating basis to conduct expedited hearings on the following basis:
- a) Either party may refer grievances to this process upon providing the other party with three (3) weeks' notice of a grievance being referred. Both parties must agree before a grievance is placed on the troubleshooter agenda.
 - b) Only grievances where the parties have shared all relevant information regarding the grievance and all reliance documents and facts have been exchanged shall be referred. The parties agree that disclosure of information and documents will take place in a timely manner.

- c) New evidence, including facts or documents, may be introduced after the referral is made only where disclosure of this new evidence was not possible prior to the referral. In such cases, the party that is introducing the new evidence shall provide immediate disclosure to the other party. Upon request of the party in receipt of this new evidence, the process may be adjourned to allow a fair opportunity for analysis and reply.
- d) Decisions of the troubleshooter shall be in writing but shall be without prejudice, non-precedent setting and shall not be publicized.
- e) Legal counsel shall not be used by either party.
- f) The parties shall develop other procedures or guidelines as necessary.

SECTION 19 – Miscellaneous

- 19.01 Maintenance of Adequate Heating Facilities: The Employer agrees to maintain adequate heating facilities in each store. Furthermore, the Employer shall follow the guidelines for temperature control, including absolute minimum and maximum temperatures as required by the government and/or WCB regulations for the parcel pickup areas.
- 19.02 Union Decal: The Employer agrees to display the official Union decal of the United Food and Commercial Workers International Union in a location where it can be seen by customers.
- 19.03 Wearing Apparel: The Employer shall furnish a smock or an apron to each employee and shall pay for the laundering of same.

When an employee is required by the Employer to wear a uniform or special article of wearing apparel, such uniform or special article of wearing apparel shall be furnished, cleaned, laundered, repaired or given similar services connected with the upkeep thereof free of cost to the said employee by the Employer and no deduction from the wages of the employee, or other charge upon the employee, shall be made by the Employer for such uniform or special article of wearing apparel or for the cleaning, laundering, repairing or upkeep thereof.

Special clothing, such as rain capes and parkas, are to be supplied by the Employer where required. Members shall be permitted to wear sweaters, providing they are acceptable to the Employer. Employer shall provide fleece vests and fleece jackets when required.

- 19.04 Drinking Water: Employer shall provide filtered drinking water for employees.
- 19.05 Tools and Equipment: All tools and equipment which are required to be used by the employees shall be supplied and kept in repair by the Employer at no cost to the employee. These items must be kept on the premises.
- 19.06 Charitable Donations: Employee donations to charity funds shall be on a strictly voluntary basis.
- 19.07 Time Off to Vote: The Employer agrees that he will fully comply with any law requiring that employees be given time off to vote.
- 19.08 Polygraph Tests: The Employer agrees that polygraph or similar lie detector tests will not be used.

- 19.09 Information: Where the Union requires information regarding accumulated hours of work for the purpose of establishing the pay rate of an employee, the Employer agrees to co-operate to supply such information back to a period of two (2) years or such longer time as may be required to establish his or her proper rate of pay.

In any Grievance regarding hours worked by an employee and the amount paid to an employee, the Employer shall promptly supply such information in respect to the two (2) pay periods immediately prior to the request. If information for a longer period is required, the normal process of the Grievance Procedure shall apply.

The Union shall not use the foregoing provision to request information that does not pertain to a specific Grievance of an employee.

- 19.10 Intimidation: No employee shall be discharged or discriminated against for any lawful Union activity, or for serving on a Union committee outside of business hours, or for reporting to the Union the violation of any provision of this Agreement.

If an employee walks off the job and alleges Management has deliberately coerced or intimidated him or her into doing so, the matter shall be considered under the Grievance Procedure and, if such allegations are proved to be true, then the employee shall be considered not to have resigned. Such Grievances must be filed no later than five (5) days after the incident that gave rise to the situation.

This is not to be construed to restrict Management personnel from reprimanding an employee as required by his or her position to maintain the proper operation of the store.

- 19.11 Picket Lines: The Employer agrees that, in the event of a legal picket line of another trade union being in existence at any of the Employer's stores within the Bargaining Unit, the Employer will in no way require or force members to report to work behind such a picket line. Nor will the Employer discipline or in any way discriminate against an employee who refuses to report to work while a legal picket line exists at his or her place of work.

- 19.12 Deemed Time Worked: Paid vacations for full-time employees and statutory holidays for all employees shall be considered as time worked for all purposes of the Collective Agreement.

- 19.13 Lockers: Surveys have been made and each Employer will meet the Union to discuss reasonable changes that can be made should they be necessary.

- 19.14 Bulletin Boards: Bulletin boards will be supplied by the Union and will be placed in lunchrooms and other areas in the store as mutually agreed. It is understood that these bulletin boards are the property of the Union and shall be for their exclusive use.

Bulletins authorized by the Union concerning the following may be posted by a person so authorized by the Union:

- A. Meeting notices.
- B. Dental Plan information.
- C. Pension Plan information.

D. Safety information.

Any other bulletins may only be posted by mutual agreement between the Union and designated Management.

- 19.15 Racial and Sexual Harassment: The Employer recognizes the rights of employees to work in an environment free from racial and/or sexual harassment. Where an employee alleges that harassment has occurred on the job, the employee shall have the right to grieve under the Collective Agreement.

Where an allegation of harassment has been received by the Employer, it will be investigated on a priority basis in accordance with the procedures set out in Letter of Understanding #17, Re: Policy Against Harassment & Discrimination.

- 19.16 Employee's Personnel File: A copy of formal discipline report to be entered on an employee's file will be given to the employee. The employee will be required to sign Management's copy. Such signature will indicate receipt of formal reprimand only. It is understood that any disciplinary record on file at the time of implementing the above will not be invalid because the employee does not have a copy.

Subject to giving the Employer advance notice, employees shall have access to their personnel file.

- 19.17 Discipline Interview: Where an employee attends an interview with Management for the purpose of receiving a formal discipline report or for a security interview, the employee shall have the right to a witness of his or her choice. If during any other private corrective interview with Management it is determined that there will be a discipline report on the employee's record or the employee feels there is a violation of Section 19.09, the interview may be temporarily suspended so that the employee may call in a witness of his or her choice. Any witness used by the employee in the above situations will be another employee working in the store at the time the interview is being held. It is understood the witness is an observer and not a participant.

A copy of all such formal notices of discipline (i.e.: written warnings, suspensions and discharges) shall be given to the Union through the Shop Steward.

- 19.18 No Discrimination: Both the Employer and the Union endorse the principles outlined under the B.C. Human Rights Act wherein it is illegal for either the Employer and/or the Union to discriminate in respect to employment or membership in the Union because of race, religious belief, colour, sex, nationality, ancestry, or place of origin.

- 19.19 Technological Change: During the term of this Agreement any disputes arising in relation to adjustment to technological change shall be discussed between the Bargaining Representatives of the two parties to this Collective Agreement.

A. Where the Employer introduces or intends to introduce a technological change that:

1. Affects the terms and conditions or security of the employment of a significant number of employees to whom this Collective Agreement applies; and
2. Alters significantly the basis upon which the Collective Agreement was negotiated, either party may, if the dispute cannot be settled in direct negotiations, refer the matter

directly to an Arbitration Board pursuant to Section 18 of this Collective Agreement by bypassing all other steps in Grievance Procedure.

- B. The Arbitration Board shall decide whether or not the Employer has introduced or intends to introduce a technological change and, upon deciding that the Employer has or intends to introduce a technological change, the Arbitration Board shall inform the Minister of Labour of its findings, and then or later make any one or more of the following orders:
1. That the change is made in accordance with the terms of the Collective Agreement unless the change alters significantly the basis upon which the Collective Agreement was negotiated;
 2. That the Employer will not proceed with a technological change for such period, not exceeding ninety (90) days, as the Arbitration Board considers appropriate;
 3. That the Employer reinstate any employee displaced by reason of the technological change;
 4. That the Employer pay to the employee such compensation in respect to his displacement as the Arbitration Board feels reasonable;
 5. That the matter be referred to the Labour Relations Board (under Section 77 of the Labour Code of British Columbia).
- C. The Employer will give to the Union in writing at least ninety (90) days notice of any intended technological change that:
1. Affects the terms and conditions or security of employment of a significant number of employees to whom this Collective Agreement applies, and
 2. Alters significantly the basis upon which the Collective Agreement applies.

SECTION 20 – Health and Safety Store Committees

20.01 The Employer agrees to maintain a Health and Safety Committee in each store. The Committee shall function in accordance with the Workers' Compensation Board Health and Safety Regulations.

A Bargaining Unit employee shall be elected by Bargaining Unit members in the store or shall be appointed by the Union to the Health and Safety Committee.

SECTION 21 – Time Off for Union Business - Store Visits

21.01 Union Business: The Employer agrees that employees chosen to attend to Union business in connection with conventions, conferences, seminars or Union negotiations shall be given time off up to seven (7) days according to the following formula:

- A. Up to one hundred (100) employees in the Bargaining Unit
- one (1) employee.
- B. For each additional one hundred (100) employees or part thereof in the Bargaining Unit

- one (1) employee but not to exceed a total of nine (9).

C. Not more than one (1) employee from any one (1) store.

The Union shall notify the Employer at least one (1) week in advance of the commencement of all such Leaves of Absence.

Upon at least one (1) week's notice the Employer shall grant a Leave of Absence for purposes of Union business to one (1) employee on the following basis:

Up to six (6) months' Leave of Absence without review and a further six (6) months by mutual agreement.

Provincial Conference: In the event the Union should call a Provincial Conference, time off for Union business shall be granted according to the following formula:

D. One (1) employee from each store of the Employer shall be granted time off.

E. Fifty (50) or more employees in the store
- two (2) employees shall be granted time off.

F. One hundred (100) or more employees in the store
- three (3) employees shall be granted time off.

The Employer shall be given at least three (3) weeks' notice of such conference.

The Employer will bill the Union and the Union will reimburse the Employer for wages paid to the employee and dental and pension contributions made on the employee's behalf during such absence. In the case of full-time employees, the Union shall pay an additional ten percent (10%) in lieu of ATO

21.02 Store Visits of Union Representatives: Duly authorized full-time Representatives of the Union shall be entitled to visit the stores for the purpose of observing working conditions, interviewing members, unsigned employees, and to ensure that the terms of the Collective Agreement are being implemented.

The interview of an employee by a Union Representative shall be permitted after notifying the Store Manager, or whoever is in charge, and shall be:

- A. Carried on in a place in the store designated by Management.
- B. Held whenever possible during the lunch period; however, if this not practical,
- C. During regular working hours. Time taken for such an interview in excess of five (5) minutes shall not be on Employer time, unless with the approval of Management.
- D. Held at such times as will not interfere with service to the public.

Union Representatives shall be permitted to check employee time records including work schedules and, in the event of any discrepancies, they shall be presented under Section 17 of this Agreement. It is understood the Union Representative may attempt to resolve problems through the Store Management prior to implementation of Section 17.

21.03 Shop Stewards' Recognition: It is recognized that Shop Stewards may be elected or appointed by the Union from time to time and the Employer will be kept informed by the Union of such appointments or elections. Transfers shall not be used to discriminate against Shop Stewards.

The Employer agrees to recognize Shop Stewards and Alternate Shop Stewards for the purpose of overseeing the terms of the Collective Agreement being implemented and for the purpose of presenting complaints and Grievances to designated Management of the store.

Shop Stewards may introduce new members to the Union on their own time to present membership cards for signature.

21.04 The Shop Steward and, in the absence of the Shop Steward, another member of the Bargaining Unit of the employee's choice shall be present when a member of the Bargaining Unit:

- A. Is given a reprimand which is to be entered on the employee's personnel file.
- B. Is suspended or discharged.

Where appropriate the Shop Steward/witness will be briefed in advance of the meeting with the employee.

21.05 When a Shop Steward is investigating a Grievance or a complaint on Company time, the Steward must first obtain permission from his/her immediate Supervisor or the Store Manager. Such permission will not be unreasonably denied.

21.06 The Company agrees to recognize Union Shop Stewards on the following basis:

- A. Where there are less than fifty (50) employees in a store
 - a minimum of one (1) Shop Steward.
- B. In stores where there are fifty (50) or more employees in the store
 - two (2) Shop Stewards and one (1) additional Shop Steward for every fifty (50) employees thereafter.

21.07 Alternate Shop Stewards will be recognized in the store when the Shop Steward is absent.

The Union shall inform the Employer in writing of the Alternate Shop Stewards.

SECTION 22 – Expiration and Renewal

22.01 This Agreement shall be for the period from and including April 1, 2013, to and including March 31, 2023, and from year to year thereafter, subject to the right of either party to the Agreement, within four (4) months immediately preceding March 31, 2023, or any subsequent anniversary date thereafter to:

- A. Terminate this Agreement, in writing, effective March 31, 2023, or any subsequent anniversary thereof,
- B. Require the other party to this Agreement, in writing, to commence collective bargaining to conclude a revision or renewal of this Agreement.

Should either party give notice pursuant to Section 22.01 (B) above, this Agreement shall thereafter continue in full force and effect and neither party shall make any change in the terms of the said Agreement, or increase or decrease the rate of pay of any employee for whom collective bargaining is being conducted, or alter any other term or condition of employment until:

- C. The Union gives notice of strike in compliance with the Labour Code of British Columbia, or
- D. The Employer gives notice of lockout in compliance with the Labour Code of British Columbia.

The operation of Section 50(2)(3) of the Labour Code of British Columbia is hereby excluded.

SIGNED THIS _____ DAY OF _____, _____.

For the Union

For the Employer



Kim Novak
President, UFCW 1518

LETTER OF UNDERSTANDING #1

Re: Truck Drivers, Discipline of Managers, Posting of Schedules

A. The Employer agrees that at no time will Truck Drivers be permitted to work in the sales area or in the stockroom of the store, except in the loading and unloading of trucks as noted below. The Union agrees that the long established method of receiving deliveries of produce is satisfactory to the Union.

The Employer agrees, where food Clerks are scheduled to work and are working in the stores and deliveries of merchandise are made from the grocery warehouse, that a food Clerk shall:

1. Designate the area where the merchandise is to be placed in the stockroom.
2. Be present with the Driver during loading and unloading of trucks.

B. Discipline of Managers: Where disciplinary action has been taken against a Manager under Section 5.16, the Union will, upon request, be advised what action has been taken.

C. Posting of Schedules: Management shall forward the following Memorandum to Store Management personnel, a copy of which shall be posted on the bulletin board in each store:

"It is one of the responsibilities of the Store Manager to:

1. Estimate, plan and schedule the work to be done each day, and
2. Schedule the hours of work of each employee so that work assignments shall be completed in an efficient manner. Any employee scheduled to work a full shift shall be required to work eight (8) hours less rest periods. It should be your objective to establish the employees' schedules so that all work (including cleanup duties) is completed in eight (8) hours.

Please plan and arrange your employee work schedule in accordance with the foregoing. We insist upon strict compliance with this provision, as well as all other Sections of the Union Agreement."

SIGNED THIS 1ST DAY OF MAY, 1996.

RENEWED THIS 27th DAY OF APRIL, 2009.

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #2

Re: Weekly Indemnity Payments; Resolving Seniority Issues; Service Clerks' Working Ratio; Service Clerks' Identification

A. It is understood and agreed between the Employer and the Union that Weekly Indemnity payments to entitled employees shall be the responsibility of the Employer. If payment of valid claims is not made by the Insurance Company within two (2) weeks from the time the Employer receives the completed application, the Employer shall then pay to the claiming employee an amount equal to his entitlement. Similarly, when payments are stopped by the Carrier, while the employee's entitlement continues, the employee shall be able to claim the amount of his entitlement from the Employer.

Payments made by the Employer for claims later found to be invalid, or payments made by the Employer which are later paid by the Carrier, shall be returnable to the Employer.

B. The parties recognize that the hiring of persons or movement of existing employees to staff new or changed functions has created situations where seniority rights, rate of pay and other matters need to be reviewed and resolved.

The parties have reviewed this matter in general terms during negotiations and specifically reserve the right to amend the Agreement during its life to resolve, on a mutually satisfactory basis, this matter.

C. Working Ratio: The Employer shall be permitted to work a maximum of one (1) Service Clerk per checkstand in the store at any one time.

D. Identification: The parties agree that Service Clerks shall be identified so they are easily recognizable in the store.

SIGNED THIS 1ST DAY OF MAY, 1996.

RENEWED THIS 27th DAY OF APRIL, 2009.

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #3

Re: In-Store Pharmacy

In the event the Employer opens a Pharmacy in one of his retail stores covered by the term of this Agreement, the following shall apply:

Exclusions from Bargaining Unit

- Pharmacy Manager (if Pharmacist)
- Pharmacists
- Undergraduate or Apprentice Pharmacists

Cosmetics Supervisor to be considered under specialist personnel of the Employer.

The duties of the above persons shall be consistent with those duties imposed upon him/her by the Statutes of this Province. In addition, these persons may stock any other items requiring the supervision of a Pharmacist by law or new items to the Pharmacy, Extended Health and Beauty Aids section of the Department.

The parties recognize the concerns of opening a new Pharmacy and building up the business. In light of this, the above persons are permitted to straighten and face shelves in the Pharmacy and Extended Health and Beauty Aids Department and to ensure the Department is kept in neat and clean order.

The terms of Memorandums #2 (B) to apply.

SIGNED THIS 1ST DAY OF MAY, 1996.

RENEWED THIS 27th DAY OF APRIL, 2009.

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #4

Re: Dual Classification Hours

The Employer agrees as follows:

All part-time General Clerks employed as of September, 1983, shall have the option of claiming Service Clerk hours of work. The purpose of this Clause is to create a system whereby part-time employees can maximize their hours of work. It is agreed that these part-time employees working as Service Clerks shall maintain their full seniority rights in their classification.

Rate to be ten dollars (\$10.00) per hour.

December 3, 1989 \$10.50

December 2, 1990 \$10.90

December 1, 1991 \$11.30

Available hours Clause shall not apply for taking parts of shifts, unless it can clearly be shown that two (2) separate shifts can be scheduled.

Split shifts are permitted.

Service Clerk shifts of less than four (4) hours may be claimed by General Clerks. Any combination of General Clerk and Service Clerk hours can be to a maximum of forty (40) hours per week.

General Clerks who wish to claim Service Clerk hours must, on a onetime basis only, make their intention known in writing to the Employer.

Those General Clerks who opted for Service Clerk classification in 1983 shall have their hours protected from claim as a result of the implementation of this Clause, at the Service Clerk rate. Should they opt to revert to the General Clerk classification, all other provisions of this Clause shall apply.

Where a disagreement arises regarding this Clause and results in a Grievance, the parties will have two (2) weeks (from date the matter is brought to the attention of the Employer) to correct any errors in scheduling before a claim for lost wages can be filed.

The Employer agrees as follows: Effective immediately after ratification, the Employer will canvas General Clerks employed prior to September 1983, on a onetime basis only, for the purpose of determining those employees who are prepared to work Dual Classification hours as per this Letter of Understanding.

Those employees claiming a combination of General Clerk and Service Clerk hours shall be entitled to accumulate Sick Leave benefits as per Sections 10.01 and 10.02 of the Collective Agreement, but not ATO

All qualified General Clerks shall make the Employer aware of their intention, on the forms provided, within sixty (60) days of ratification.

SIGNED THIS 1ST DAY OF MAY, 1996.

RENEWED THIS 27th DAY OF APRIL, 2009.

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #5

RE: Drug And Alcohol Assistance Program

The Employer and the Union recognize that drug and alcohol abuse can have serious negative impact on both the Employer and the employee. The parties mutually agree to co-operate in resolving problems with drug and alcohol abuse with a view towards rehabilitating employees suffering from such abuse.

SIGNED THIS 1ST DAY OF MAY, 1996.

RENEWED THIS 27th DAY OF APRIL, 2009.

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #6

Re: Health, Safety, and Education Fund

The Employer agrees to contribute one cent (1¢) per hour for every hour worked by members of the UFCW Local 1518 Bargaining Unit, based on Dental Plan hours, to the United Food and Commercial Workers, Local 1518, Health, Safety and Education Training Fund, effective January 3, 1988.

December 31, 1989 Increased to two cents (2¢)

March 31, 1993 Increased to three cents (3¢)

March 31, 2003 Increased to five cents (5¢)

SIGNED THIS 1ST DAY OF MAY , 1996 .

RENEWED THIS 27th DAY OF APRIL , 2009 .

RENEWED THIS 3rd day of December , 2013 .

RENEWED THIS 27th day of November , 2018 .

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #7

Re: Section 14.08, Student Seniority

Whereas the 1987/1989 Collective Agreement has deleted the word "day" from this Section, the parties agree that employees who take one (1) or two (2) classes per week shall not be considered as students for restriction purposes subject to their reporting to work for scheduled shifts.

The parties reserve the right to deal with any problems that may arise, on an individual basis.

SIGNED THIS 1ST DAY OF MAY, 1996.

RENEWED THIS 27th DAY OF APRIL, 2009.

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #8

1. E.I. SICK LEAVE INTEGRATION

The Employer shall have the right to integrate E.I. sick leave with weekly indemnity as discussed during negotiations.

2. NEW STORES

The Union agrees that, in the event that Stong's wishes to purchase a new or existing store with or without an existing Collective Agreement, a lesser agreement than the "Stong's Agreement" may be entered into.

3. SUCCESSOR

The terms of this Agreement shall be inherited by any Employer purchasing any existing or future Stong's store during the term of this Agreement.

4. "WORKING COPY"

Commencing 1989 (and thereafter) a "Working Copy" of the Collective Agreement, based on the Industry Settlement and consistent with the terms and conditions contained herein, shall be prepared by the Union and submitted to the Employer for approval. Once approved, it shall be distributed to the parties affected.

SIGNED THIS 1ST DAY OF MAY, 1996.

RENEWED THIS 27th DAY OF APRIL, 2009.

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #9

Re: Off-Till Duties

The Union and the Employer agree that, subject to the operational needs of the store, the Employer shall endeavour to provide off-till duties to senior employees.

Employees can make known their desire to be considered for such off-till duties by submitting in writing to the Employer an expression of interest by not later than January 31st and July 31st in each calendar year.

SIGNED THIS 1ST DAY OF MAY, 1996.

RENEWED THIS 27th DAY OF APRIL, 2009.

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #10

Re: Discussion Between Employer and Union During Term of Contract

The Union and the Employer shall meet to update wage increases and non-monetary contract language issues as the need requires.

SIGNED THIS 1ST DAY OF MAY, 1996.

RENEWED THIS 27th DAY OF APRIL, 2009.

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #11

Re: Scheduling of Full-Time Positions

1. **Employees who commenced employment after December 6, 2013 shall not be eligible for ATO.**
2. **Those employed on or before December 6, 2013, who currently do not receive ATO will not be eligible for ATO until 75% of the bargaining unit hours are worked by those hired post-SAR 2013.**
3. At that point, the Employer will maintain the number of ATO positions remaining at that time, and any ATO positions that subsequently become vacant will be filled by the most senior **full-time non-ATO employee, employed prior to SAR 2013.**
4. **Employees who have ATOs must take them as paid time off rather than being paid out in lieu, unless the employee and the Store Manager agree otherwise.**
5. **In determining when 75% of the bargaining unit hours are worked by those worked post SAR 2013, the bargaining unit will include all bargaining unit members working at the Dunbar Store and any pre-SAR 2013 employees working at Northwoods, who remain covered under the Dunbar Collective Agreement. Total hours will include all hours worked by both of these groups.**
6. Any employee who currently has ATO entitlement but subsequently restricts their hours and becomes ineligible for ATO, will qualify for ATO again if they later lift their hours restriction.
7. In the event of any conflict involving the language contained elsewhere in the Collective Agreement and the provisions of this Letter Of Understanding, the provisions of this Letter Of Understanding shall take precedence and prevail

SIGNED THIS 27th DAY OF JULY, 2004.

RENEWED THIS 27th DAY OF APRIL, 2009.

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #12

Re: Night Work Rotation

The Union and the Employer agree to meet with a view to resolve the Night Crew rotation. If the parties are unable to resolve a fair rotation process, the matter will be referred to Arbitration.

SIGNED THIS _____ DAY OF _____, _____.

RENEWED THIS 27th DAY OF APRIL , 2009 .

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #13

Re: Health & Safety

A Joint Health & Safety Committee shall be established in the workplace. In a workplace with 75 or more employees, the Committee shall have a minimum of two (2) worker representatives. In a workplace with fewer than 75 employees there shall be a minimum of two (2) worker representatives. Worker representatives shall comprise at least fifty percent (50%) of the Committee and shall be selected by the Union.

The Employer will provide paid time off for any government legislated training required, and cover the course cost.

All Committee members shall receive a minimum of two (2) days paid educational leave annually for the purpose of attending Union-designated Health & Safety training seminars.

First-Aid facilities and personnel trained in First-Aid shall be available in the workplace.

SIGNED THIS _____ DAY OF _____, _____.

RENEWED THIS 27th DAY OF APRIL , 2009 .

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #14

Re: Management-Labour Discussion Committee

The Parties will have a joint management labour committee consisting of two members of Management and two members of the bargaining unit to address workplace matters as they arise in an effort to promote cooperation, productivity and problem solving.

It is agreed that both parties will circulate an agenda of discussion items no later than one week prior to the scheduled meeting.

It is agreed this committee will meet on a quarterly basis unless agreed otherwise.

SIGNED THIS 27th DAY OF APRIL , 2009 .

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #15

Re: Exclusion Of Produce Manager

1. The Union specifically agrees that a person with the job title of Produce Manager is excluded from the jurisdiction of the Union and shall not be considered to be an employee in the bargaining unit effective on and from the date of ratification (July 22, 2004).
2. The Union further specifically agrees that a person with the aforementioned job title can continue to perform bargaining unit work as per current practice.
3. It is agreed that to effect the aforementioned exclusion from the bargaining unit, the Employer must comply with the requirements of Letter Of Understanding #11 by adding one (1) bargaining unit employee to the list of such persons in full-time positions who are eligible for ATO (to maintain the total of thirty (30) per LOU #13). The selection of this bargaining unit employee shall be done by seniority.
4. In the event of any conflict involving the language contained elsewhere in the Collective Agreement and the provisions of this Letter of Understanding, the provisions of this Letter Of Understanding shall take precedence and prevail.

SIGNED THIS 20th DAY OF JULY, 2004.

RENEWED THIS 27th DAY OF APRIL, 2009.

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #16

Re: Limitations on Certain Negotiated Wage Increases

In collective bargaining in 2004 the Employer and the Union agreed as follows as concerns certain negotiated wage increases:

1. Employees actively employed on the Company’s payroll on date of ratification (July 22, 2004) in all classifications will receive wage increases on the indicated dates as follows:

- April 1, 2005 - \$.30 per hour
- April 1, 2006 - \$.30 per hour
- April 1, 2007 - \$.30 her hour

Those employees that are not at top rate will receive the increase and be placed off scale until their career hours allow them to progress to the next on-scale rate in the classification.

The top rate will be adjusted by the above increases. The rates in the scales will remain unchanged.

2. Employees hired into the bargaining unit after the date of ratification (July 22, 2004) and classified as Cashier or Clerk (excluding Service Clerk) shall be subject to the following schedule of wages:

CLERKS AND CASHIERS – SCALE 2

Accumulated Hours	Full-Time	Part-Time
0 – 1040 hours	\$8.78	\$8.78
1041 – 2080 hours	\$9.18	\$9.18
2081 – 3120 hours	\$9.83	\$9.83
3121 – 4160 hours	\$10.48	\$10.48
4161 – 5200 hours	\$11.42	\$11.48
5201 – 6000 hours	\$12.42	\$12.48
6001 – 6800 hours	\$13.42	\$13.48
6801 – 7600 hours	\$14.42	\$14.48
7601 – 8400 hours	\$15.42	\$15.58
8401 – 9000 hours	\$16.42	\$16.83
9001 – 9600 hours	\$17.42	\$18.08
9601 – 10200 hours	\$18.47	\$19.40
10201 + hours	\$19.52	\$20.79

The top rate of this schedule of wages, but only the top rate, shall be increased as follows:

- April 1, 2005 - \$.30 per hour
- April 1, 2006 - \$.30 per hour
- April 1, 2007 - \$.30 per hour

3. In the event of any conflict involving the language contained elsewhere in the Collective Agreement and the provisions of this Letter of Understanding, the provisions of this Letter of Understanding shall take precedence and prevail.

SIGNED THIS 20th DAY OF JULY, 2004.

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #17

Re: Joint Policy Against Harassment & Discrimination

The Company and the Union are committed to providing the best possible working environment for you and your co-workers.

The purpose of this Joint Policy is to promote a climate of mutual respect, to prevent discrimination and harassment for every member of the Employer and the Union. For the purposes of this policy, a “member” is defined as any member of the Union or any employee of the Company.

Policy Statement

Every individual has the right to be treated with respect in the workplace and to work in an environment free from harassment and discrimination. The Employer and the Union in exercising their responsibilities, will endeavour at all times to provide a work environment which is supportive of both productivity and the dignity and self esteem of every member.

The Employer and the Union are committed to providing a work environment that is free of discrimination, including harassment and will make every reasonable effort to ensure that no member is subject to discrimination or harassment.

As such, the Employer and the Union will not condone harassment of, or by, any of its members:

- In the workplace;
- At any work-related and/or staff social function;
- During work related travel;
- At conferences or training sessions;
- Through oral or written or electronic communication.

Such behaviour is considered a serious breach of workplace rules, and any members who know or reasonably ought to have known that their actions or omissions constitute discriminatory behaviour will be subject to disciplinary action, including termination.

The responsibility to create and maintain a positive work environment rests with all persons sharing the workplace. Managers, supervisors and co-workers are expected to recognize and refrain from actions, which offend, embarrass or humiliate others, whether deliberate or unintentional.

Management has an ongoing responsibility to respond in a timely manner to stop any activity in the workplace which undermines this policy, whether or not there has been a complaint. Members have an equal responsibility not to be frivolous or vindictive in making accusations. All information will be treated confidentially and the focus of the investigation will be on relevant factual information.

It remains the responsibility of the complainant to provide details to the Company. However, should either the Union or the Company discover anything that undermines this Policy, they will take reasonable steps to address it, whether a complaint has been filed or not.

HARASSMENT & SEXUAL HARASSMENT

Harassment is defined as an incident or, or series of incidents of unsolicited, unwelcome, disrespectful or offensive verbal or physical behaviour, whether deliberate or unintentional:

1. that is threatening, intimidating, or demeaning of a person or group of persons; and
2. is behaviour that the harasser either knew, or should reasonably have known, is unwelcome; and
3. has no legitimate work related purpose; and
4. has the effect or purpose of unreasonably interfering with a person's or group's status or performance, or creates a hostile or offensive working environment; or
5. has the effect or purpose of offending or demeaning a person or group of persons on the basis of race, colour, ancestry, place of origin, religion, family status, marital status, physical or mental disability, age, sex, or sexual orientation, **or gender identity** or because that person has been convicted of a criminal or summary conviction offense that is unrelated to the employment of that person.

Examples of harassing behaviour include but are not limited to:

- (a) assault;
- (b) unwelcome remarks, jokes, innuendoes or taunting;
- (c) threats, verbal abuse or physical abuse;
- (d) obscene gestures;
- (e) expressions of bias or prejudice;
- (f) displays of materials, including photographs, pictures, or graffiti that are offensive.

Harassment does not include the proper exercise of management rights.

Sexual harassment is a specific type of harassment and is defined as unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
2. submission to or rejection of such conduct is used as the basis for employment or employment decisions affecting that member; or
3. such conduct has the effect or purpose of unreasonably interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment, or leads to adverse job-related consequences for the victims or harassment.

Examples of Sexual Harassment include but are not limited to:

- a) Verbal harassment or abuse, such as sexist jokes told or carried out after having been advised that the conduct is embarrassing or offensive, or sexist jokes that are by their nature embarrassing or offensive;
- b) Unwelcome invitations or requests, whether indirect or explicit, or intimidation or any other comments that might be construed as demands for sexual favours.
- c) Unwelcome suggestive remarks, jokes innuendos, or taunting about a person's body or sex;
- d) Display or distribution of pornographic or other offensive or derogatory pictures or materials of sexual nature;
- e) Leering, staring, or other sexual gestures;
- f) Unnecessary physical contact such as toughing, patting, pinching or punching; after being advised that such conduct is embarrassing or offensive.
- g) Physical assault of a sexual nature.

What to do if you feel you are harassed – A Guide for UFCW Local 1518 Members

THE INVESTIGATIVE REPORT

If you feel that you are harassed, you should immediately document the incident(s), keeping a record of the dates, times, places, witnesses, details of the events, your actions and all other relevant details.

In attempting to resolve the harassing/discriminatory behaviour, follow these guidelines:

1. **Say No.** (You may seek guidance, i.e., go to step 2 before or at the same time as step 1.) You should not ignore the harassment and should make known your disapproval or uneasiness to the offender in an unmistakable and clear manner. If you are uncomfortable with doing this, or believe the behaviour is so serious in nature, you may seek guidance or proceed directly to filing a complaint.
2. **Seek guidance.** You may approach your supervisor, your manager, human resources department, or your union representative for guidance or advice.
3. The Employer and the Union may choose to conduct an informal investigation/ discussion to determine whether the complaint can be resolved without a formal investigation.
4. In the alternative, the Company and the Union may appoint an independent investigator to conduct the investigation. With the consent of the parties, the third party may be given the authority to issue a binding resolution to the complaint in addition to making findings of fact. The cost of the investigation will be borne equally by the employer and the Union.

FILING A FORMAL COMPLAINT

1. Document the incident(s) keeping a record of the dates, times, places, witnesses, details of the events, your actions and all other relevant details.
2. Submit your documentation expressing your intention of filing the formal complaint to the Store Manager or in his absence a designate or a Business Representative of UFCW Local 1518.

INVESTIGATION AND RESOLUTION

Upon receipt of a formal complaint, and subject to Item 4 above, the Employer and the Union will immediately undertake a comprehensive and objective investigation. The investigation will always include, but not be limited to, interviewing the complainant, the alleged harasser and anyone else who may have pertinent information. The employer will investigate any matters that directly impact on management personnel and report back to the Union.

The alleged harasser will be informed of the complaint and will be given an opportunity to respond.

The complainant and the alleged harasser, if a member of Local 1518, will have access to representation from the Union at all phases of the investigation and any hearing that may result.

If the allegations of harassment or discrimination are found to be proven, a determination of the appropriate action will be made by a senior member of management and if the Union is in disagreement, the matter may proceed to arbitration. Such action may range from a reprimand to termination or other appropriate action in relation to all the circumstances.

If the complainant chooses to exercise his/her rights and pursue the issue through the grievance procedure in the Collective agreement, through Human Rights, or any other formal process, while the internal investigation is ongoing, the investigation may cease immediately.

If a complaint is found to be without merit, in order to protect the alleged harasser's reputation, all those individuals who were involved with the investigation will be advised that the complaint was unfounded.

A complaint brought under this policy which is determined to be malicious or filed in bad faith may cause the Employer to take disciplinary action against the complainant.

PROTECTION FROM RETALIATION

Where a complaint is held to be justified, a reasonable effort will be made to protect the complainant from any retaliation. Retaliation is any inappropriate action taken against an individual who has made a complaint or cooperated in an investigation or a complaint.

ADDENDUM

Nothing in this policy is intended to preclude an individual's right to file a complaint with the Human Rights Commission, a grievance with the Union, or take any other civil or criminal action the member feels is appropriate.

SIGNED THIS 27th DAY OF APRIL , 2009 .

RENEWED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #18

Re: Re-opener

The Union and the Employer agree as follows:

1. Within six (6) months immediately preceding March 31, 2018, or any subsequent anniversary date thereafter, either party may give notice to the other party to negotiate changes to the current collective agreement.
2. If the parties are unable to agree on what, if any, changes to the collective agreement are to occur, the parties shall resolve their dispute through final offer selection interest arbitration for a binding settlement.
3. The parties will agree to the appointment of the interest arbitrator.
4. Each party shall formulate their own final offer, which shall include the items previously agreed to in their negotiations.
5. The final offer selection arbitrator shall hear submissions from each of the Parties and then select one of the final offers. The final offer selection arbitrator shall take into consideration the economic and competitive climate of the Employer's business, and the interests raised in 2013 bargaining.
6. The final offer selection arbitrator shall not have the power to change the expiration date of this collective agreement which is March 31, 2023.

SIGNED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #19

Re: Right of Transfer to New Full Service Store Before or During Redevelopment

The current Stong's Market site at 4560 Dunbar Street in Vancouver will likely undergo redevelopment during the term of the 2013-2018 Collective Agreement.

The store will go dark for the period of any redevelopment, and employees would otherwise lose their seniority and employment due to the length of the redevelopment period.

During 2013 Bargaining, the parties engaged in lengthy discussions to find ways to both allow Stong's to be part of the expected redevelopment, and to provide opportunities for continuing employment for as many bargaining unit members as possible, during any redevelopment period.

The Parties recognize the future viability of Stong's is dependent on the Parties reaching an Agreement that allows Stong's the ability to potentially operate a new lower cost store(s) and to operate the existing store on new terms for new employees. This will provide continuing employment opportunities for existing bargaining unit members, and preserve seniority during any redevelopment.

In recognition of this, the Parties reached the following agreements:

1. If Stong's opens a new full service location subsequent to the Dunbar location going dark for redevelopment, all available bargaining unit positions at the new location will be offered first to current Dunbar employees (those employed at ratification of the new Dunbar Collective Agreement) who are on layoff from the Dunbar location. Those who accept employment at the new store will be governed by Section B of the Job Security Guarantee Letter of Understanding until such time as paragraph 9 below applies.
2. If Stong's opens a new full service location prior to the redevelopment period, current Dunbar employees will have the opportunity to fill 50% of the hours at the new location, by seniority, prior to new bargaining unit employees being hired. If a sufficient number of current Dunbar employees do not volunteer, after consultation with the Union, the Employer may require additional current Dunbar employees to transfer to the new location, in reverse order of seniority, so as to meet the 50% threshold.
3. Any Assistant Department Manager positions created at the new store will be first offered to qualified current Dunbar employees, from the time of the opening of the new store until 4560 Dunbar reopens, after redevelopment.
4. Current Dunbar employees who elect to work at a new full service location before 4560 Dunbar goes dark will be governed by Section A of the Job Security Guarantee Letter of Understanding at the new location, until 4560 Dunbar goes dark.
5. If and when 4560 Dunbar goes dark for redevelopment, current Dunbar employees still working at 4560 Dunbar may elect to bump new employees employed at the new full service location, by seniority and classification (rather than those under the Job Security Guarantee LOU).
6. Upon 4560 Dunbar going dark for redevelopment, all current Dunbar employees who have transferred to the new full service location (either upon its opening or thereafter) will be governed by Section B of the Job Security Guarantee.

7. Upon Section B of the Job Security Guarantee being triggered, affected employees will not lose vacation time, sick time or ATO entitlement that has already been banked. However, during the time Section B is in effect, sick time and ATO will not accrue, and vacation pay will accrue at 6 per cent of earnings. The parties recognize this will affect the entitlement of employees to these items when they first revert back to being covered by Section A, unless they have saved the entitlements originally banked when Section B was first triggered.
8. Current Dunbar employees who either do not have the seniority to go to the new location during redevelopment or choose not to do so will nevertheless maintain their seniority during the redevelopment period and until the earlier of 90 days after the store re-opens, or they refuse re-call to the redeveloped store.
9. Once the 4560 Dunbar store goes live again after the redevelopment, current Dunbar employees with seniority (whether working at a new full service location or on lay-off) will have the option of re-call to the redeveloped store, by classification and seniority.
10. Prior to 4560 Dunbar reopening, the parties will meet to discuss whether additional bargaining unit exclusions and classifications should be added to the Collective Agreement, to reflect the size and composition of the new redeveloped store.
11. For the first 90 days subsequent to the reopening of 4560 Dunbar, current Dunbar employees at both the new full service location and 4560 Dunbar will continue to be governed by Schedule B of the Job Security Guarantee LOU, in recognition of the time frame required for the redeveloped store to re-establish itself in the market place.
12. Thereafter, current Dunbar employees who remain at the new full service location will be governed by Schedule A of the Job Security Guarantee LOU, and those current Dunbar employees who return to the redeveloped store will be governed by the terms of the Collective Agreement which covers the redeveloped store.
13. In the unanticipated event that the Dunbar store does not later re-open after going dark for redevelopment, the parties will meet within thirty (30) days of that determination to discuss the impact of that on the terms and conditions of employment of current Dunbar employees. If agreement cannot be reached within thirty (30) days of the commencement of such discussions, any outstanding issues will be referred to Brian Foley for final determination, on an expedited basis.
14. Any disputes regarding the interpretation of this Letter of Understanding or the Job Security Guarantee Letter of Understanding will be heard by Brian Foley on an expedited basis.

SIGNED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #20

Re: Job Security Guarantee

The Employer and Union agree that current Dunbar employees (those employed at ratification of the new Dunbar Collective Agreement) will have the following protections relating to the redevelopment of the 4560 Dunbar store and the opening of any new full service location.

Section A

This section applies to current Dunbar employees who work at the new full service location prior to 4560 Dunbar going dark.

Such employees will continue to accrue service and seniority under the Dunbar Collective Agreement and will continue to receive all wages and benefits to which they would be entitled if working in the Dunbar store, including increases to wages or benefits based on hours worked.

Such employees will not suffer a reduction in hours as a result of working at the new full service location prior to Dunbar going dark.

Hours is defined as the average weekly hours worked by the employee in the fifty-two (52) weeks immediately prior to the event. All paid time including absence due to sickness and any LOA, TAB, WCB, WI, and LTD shall be considered time worked. This provision does not restrict an impacted employee from increasing their number of hours worked should additional hours become available.

If sufficient hours are not available at the new location to meet the hours guarantee, the employee may be assigned additional hours at 4560 Dunbar, consistent with their seniority at that location, to meet the guarantee.

Once 4560 Dunbar goes dark, Section A will no longer apply.

Section B

Once 4560 Dunbar goes dark for redevelopment, current Dunbar employees working at the new full service location will be governed by all the terms of the Collective Agreement for the new location, except:

- They shall have a maximum of 3 weeks of vacation entitlement each year with vacation pay calculated at 6% of earnings;
- Those who are at or above the maximum wage rate under the new full service location Collective Agreement will be placed at the maximum rate under the new full service location Collective Agreement, regardless of whether or not they have the corresponding hours to reach that rate;
- Those who are below the maximum rate under the new full service location Collective Agreement will be red circled at their current rate until they have sufficient hours to advance to the next highest rate under the new location Collective Agreement; and,
- They will continue to receive the pension contribution rate in effect under the 4560 Dunbar C+ollective Agreement.

Current Dunbar employees will utilize their total seniority hours for purposes of claiming available hours of work.

Re-opening of 4560 Dunbar

On the re-opening of 4560 Dunbar current Dunbar employees will either return to 4560 Dunbar in accordance with their seniority, or if mutually agreed between the Employer and Employee, remain at the new location.

Subsequent to the re-opening of 4560 Dunbar, current Dunbar employees who return to the Dunbar location will revert back to being covered by all terms and conditions of that Collective Agreement, ninety (90) days after the re-opening.

Current Dunbar employees who remain at the new full service location subsequent to Dunbar re-opening will revert back to being covered by Section A of this LOU at either ninety (90) days after the re-opening of Dunbar, or when their seniority would have otherwise permitted them to return to 4560 Dunbar (which ever date is later).

SIGNED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #21

Re: Employees Hired Post SAR 2013

New employees hired at 4560 Dunbar post SAR 2013 (including post re-development) will be governed by the terms of the 4560 Dunbar Collective Agreement, except as follows:

1. Such employees will be hired and will remain on Schedule A, as attached, until 75% of the bargaining unit hours are worked by those hired post SAR 2013.

Thereafter, the Employer will ensure that 25% of the bargaining unit hours worked will continue to be assigned to those who are entitled to the terms of the entire Collective Agreement. This ratio will be maintained by moving the most senior qualified employee from being covered by this Letter of Understanding to being covered by the entire Collective Agreement, when a vacancy occurs.

Employees elevated to being covered by the entire Collective Agreement by virtue of the foregoing paragraph will nevertheless not be eligible to receive ATO at any point.

If such employee is not yet at top rate on Schedule A, they will continue to progress up Schedule A until they reach top rate, at which time they will move to the top part-time rate on the regular wage schedule.

2. Such employees will be entitled to the following benefits or benefit contributions only:
 - MSP for those who work 32 hours a week or more for 13 consecutive weeks, and who maintain an average of 32 hours a week or more thereafter on a monthly basis; and,
 - Weekly Indemnity for those working 32 hours per week or more.
 - **Effective June 1, 2020, the Employer will begin to pay \$0.30/hour toward a dental benefit for those who work 32 hours or more a week as described above, and who have been employed for a year or more.**

Prior to June 1, 2020, the Parties shall meet to discuss the most effective way to provide the dental benefits.

Paid hours for statutory holidays and vacation shall count towards qualification for this benefit.

3. Such employees will be entitled to vacation time and pay as follows:

Full-time employees with the corresponding continuous years of employment with the Employer will be entitled to the following paid vacation:

	<u>Vacation Time Off</u>	<u>Vacation Pay</u>
One (1) or more years	2 weeks	2 weeks
Three (3) or more years	3 weeks	3 weeks
Eight (8) or more years	4 weeks	4 weeks
Thirteen (13) or more years	5 weeks	5 weeks

The Employer will pay all part-time employees their vacation pay for the previous year by February 28 of each year.

Part-time employees will be entitled to the following vacation time off, without pay, and vacation pay according to corresponding continuous years of employment completed:

	<u>Vacation Time Off</u>	<u>Vacation Pay</u>
one (1) or more years	2 weeks	4%
three (3) or more years	3 weeks	6%
eight (8) or more years	4 weeks	8%
thirteen (13) or more years	5 weeks	10%

A part-time employee who becomes full-time will be credited the number of hours accumulated during the employee's length of service with the Employer as a part-time employee, provided there is no interruption of employment between the employee's part-time and full-time status. The total number of hours worked by the employee will be calculated into full-time hours to determine the employee's full-time service status for future vacation entitlements as outlined above.

The Employer agrees to provide vacation pay on a "total compensation" or normal week's pay, whichever is greater. Total compensation shall mean "all monies received directly from the Employer" (wages, overtime, bonuses, premiums, vacation pay, sick-leave-credit payments, and other items of similar nature).

All time lost (up to thirty-one (31) consecutive days) because of sickness, occupational or non-occupational accident, all time absent on paid full-time vacation, and paid statutory holidays, shall be considered as time worked for the purpose of determining the vacation allowance to which a full-time employee is entitled.

4. The following will be considered statutory holidays:

New Year's Day	Good Friday	Victoria Day	Canada Day
B.C. Day	Labour Day	Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day	Family Day	

and all other public holidays proclaimed by Federal, Provincial or Municipal governments, provided that all other major grocery stores close on any such holiday proclaimed and, further, that in the case of a statutory holiday proclaimed by a municipality, only those stores of the Employer in that municipality shall be affected by the requirements of this Section.

Employees required to work on a holiday shall be compensated at the rate of one and one-half times (1-1/2x) their regular hourly rate for each hour worked and employees shall receive four (4) hours' minimum pay at the overtime rate for whatever time worked.

Part-time Employees: All part-time employees who have been employed thirty (30) calendar days or more and have worked an average of at least thirty-two (32) hours or more per week on the four (4) weeks preceding the week in which the statutory holiday occurs, shall receive eight (8) hours' pay at their regular hourly rate for each holiday.

All part-time employees who have been employed thirty (30) calendar days or more and have worked an average of at least twenty (20) hours a week, but less than thirty-two (32) hours per week in the four (4) weeks preceding the week in which a Statutory Holiday occurs, shall receive six (6) hours' pay at their regular hourly rate for each holiday.

All part-time employees who have been employed thirty (30) calendar days or more, and have worked at least ten (10) hours a week, but less than twenty (20) hours per week in the four (4) weeks preceding the week in which a Statutory Holiday occurs, shall receive four (4) hours' pay at their regular hourly rate for each holiday.

All part-time employees who have worked less than ten (10) hours per week will receive Statutory Holiday pay as set out in the Employment Standards Act.

If an employee is eligible for pay for a statutory holiday while on Workers' Compensation or Weekly Indemnity (W.I.), the maximum amount of pay the employee will receive from such sources for any particular day shall not be more than one hundred percent (100%) of the employee's normal daily pay.

Time worked in excess of forty (40) hours of actual work by part-time employees during a week in which a statutory holiday or statutory holidays occur shall be paid at the rate of time and one half (1½).

By mutual agreement, statutory holidays may be scheduled in the week prior or the week following the week in which the statutory holiday occurs. Further, it is agreed re-scheduled statutory holidays will be scheduled with the employee's day off unless mutually agreed otherwise.

Deemed Time Worked: Paid vacations for full-time employees and statutory holidays for all employees shall be considered as time worked for all purposes of the Collective Agreement.

5. Articles 10.01-10.03 (sick days), LOU #12 (H&S contributions) and Take a Break Leave (Article 8.14) shall not apply to such employees.
6. Such employees will not be entitled to any premiums within the Collective Agreement except for relief premiums.
7. Employer pension contributions for such employees will be 4% of earnings for 2013 and 2014, increasing to 5% of earnings in 2015, and 6% of earnings in 2016.
8. Except as modified above, all other provisions of the 4560 Dunbar Collective Agreement will apply.

SIGNED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

Schedule A

Payroll period beginning closest to January 1 of the years noted below:

HOURS	2014	2015	2016	2017	2018	2019
Start	\$ 11.50	\$ 11.50	\$ 12.00	\$ 12.00	\$ 12.50	\$ 12.50
521	\$ 11.60	\$ 11.60	\$ 12.10	\$ 12.10	\$ 12.60	\$ 12.60
1041	\$ 11.75	\$ 11.75	\$ 12.20	\$ 12.20	\$ 12.70	\$ 12.70
1561	\$ 11.90	\$ 11.90	\$ 12.30	\$ 12.30	\$ 12.80	\$ 12.80
2081	\$ 12.00	\$ 12.00	\$ 12.40	\$ 12.40	\$ 12.90	\$ 12.90
2601	\$ 12.25	\$ 12.25	\$ 12.50	\$ 12.50	\$ 13.00	\$ 13.00
3121	\$ 12.50	\$ 12.50	\$ 12.75	\$ 12.75	\$ 13.10	\$ 13.10
3641	\$ 12.75	\$ 12.75	\$ 13.00	\$ 13.00	\$ 13.20	\$ 13.40
4161	\$ 13.00	\$ 13.00	\$ 13.25	\$ 13.25	\$ 13.30	\$ 13.60
4681	\$ 13.25	\$ 13.25	\$ 13.50	\$ 13.50	\$ 13.50	\$ 13.80
5201	\$ 13.50	\$ 13.50	\$ 13.75	\$ 13.75	\$ 13.75	\$ 14.00
5721	\$ 13.75	\$ 13.75	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.30
6241	\$ 14.00	\$ 14.00	\$ 14.25	\$ 14.25	\$ 14.25	\$ 14.60
6761	\$ 14.25	\$ 14.25	\$ 14.50	\$ 14.50	\$ 14.50	\$ 14.80
7281	\$ 14.50	\$ 14.50	\$ 14.75	\$ 14.75	\$ 14.75	\$ 15.00
7801	\$ 14.75	\$ 14.75	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.25
8321	\$ 15.00	\$ 15.00	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.50
8841	\$ 15.25	\$ 15.25	\$ 15.50	\$ 15.50	\$ 15.50	\$ 15.75
9361	\$ 15.50	\$ 15.50	\$ 15.75	\$ 15.75	\$ 15.75	\$ 16.00
9881	\$ 15.75	\$ 15.75	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.25
10401	\$ 16.00	\$ 16.00	\$ 16.25	\$ 16.25	\$ 16.25	\$ 16.50
10921	\$ 16.25	\$ 16.25	\$ 16.50	\$ 16.50	\$ 16.50	\$ 16.75
11441	\$ 16.50	\$ 16.50	\$ 16.75	\$ 16.75	\$ 16.75	\$ 17.00
11961	\$ 16.75	\$ 16.75	\$ 17.00	\$ 17.00	\$ 17.00	\$ 17.25
12481	\$ 17.00	\$ 17.00	\$ 17.25	\$ 17.25	\$ 17.25	\$ 17.50
13001	\$ 17.25	\$ 17.25	\$ 17.50	\$ 17.50	\$ 17.50	\$ 18.00
13521	\$ 17.50	\$ 17.50	\$ 17.75	\$ 17.75	\$ 17.75	\$ 18.20
14041	\$ 17.75	\$ 17.75	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.40
14561	\$ 18.00	\$ 18.00	\$ 18.25	\$ 18.25	\$ 18.25	\$ 18.60
15081	\$ 18.25	\$ 18.25	\$ 18.50	\$ 18.50	\$ 18.50	\$ 18.80
15601	\$ 18.50	\$ 18.50	\$ 18.75	\$ 18.75	\$ 18.75	\$ 19.00
16121	\$ 18.75	\$ 18.75	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.20
16641	\$ 19.00	\$ 19.00	\$ 19.25	\$ 19.25	\$ 19.25	\$ 19.50
17161	\$ 19.25	\$ 19.25	\$ 19.50	\$ 19.50	\$ 19.50	\$ 19.80
17681	\$ 19.50	\$ 19.50	\$ 19.75	\$ 19.75	\$ 19.75	\$ 20.00
18201	\$ 19.75	\$ 19.75	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.20
18721	\$ 20.00	\$ 20.00	\$ 20.25	\$ 20.25	\$ 20.25	\$ 20.50

Schedule A

For post-December 6, 2013 Hires:

<u>Hours</u>	<u>June 1, 2019</u>	<u>June 1, 2020</u>	<u>June 1, 2021</u>	<u>June 1, 2022</u>
<u>Start</u>	\$14.25	\$15.00	\$15.60	\$15.60
1040	\$14.35	\$15.10	\$15.70	\$15.70
2080	\$14.45	\$15.20	\$15.80	\$15.80
3120	\$14.55	\$15.30	\$15.90	\$15.90
4160	\$14.65	\$15.40	\$16.00	\$16.00
5200	\$14.75	\$15.60	\$16.10	\$16.10
6240	\$15.00	\$15.80	\$16.20	\$16.20
7280	\$15.50	\$16.00	\$16.30	\$16.30
8320	\$15.75	\$16.25	\$16.40	\$16.40
9360	\$16.25	\$16.50	\$16.75	\$16.75
10,400	\$16.75	\$17.00	\$17.25	\$17.25
11,440	\$17.25	\$17.50	\$17.75	\$17.75
12,480	\$17.75	\$18.00	\$18.25	\$18.25
13,520	\$18.75	\$19.00	\$19.25	\$19.25
14,560	\$19.25	\$19.50	\$19.75	\$19.75
15,600	\$19.75	\$20.00	\$20.25	\$20.25
16,640	\$20.50	\$20.75	\$21.00	\$21.25

When the BC minimum wage increases in June of each year, as currently projected, the wage scale related to that year/increase will be implemented. If the minimum wage does not increase as projected in June 2020 or 2021, the Parties will meet to discuss and negotiate in good faith regarding any change to the wage scale. In the event no agreement is reached, any dispute may be referred to Final Offer Selection.

When the anticipated June 2019 increase is implemented, employees covered by this Schedule A will be placed on the Grid based on their accumulated hours to that date, but in no case shall an employee suffer a wage reduction by virtue of their movement to this Grid.

LETTER OF UNDERSTANDING #22

Re: Redevelopment Discussions

The parties agree to continue to meet to discuss any updates on the timeframe for redevelopment of the 4560 Dunbar location and the impact on bargaining unit employees.

The parties will meet within ninety (90) days of any expected temporary closure of 4560 Dunbar for redevelopment, and ninety (90) days prior to its reopening to discuss operational issues and plan for the impact on the bargaining unit.

If 4560 Dunbar is dark for redevelopment for any period between April 1, 2015 and April 1, 2018, the parties shall meet to discuss the impact on wage increases due while the store is dark. If agreement cannot be reached, Brian Foley will be seized as interest arbitrator to determine any dispute.

SIGNED THIS 3rd day of December, 2013.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

LETTER OF UNDERSTANDING #23

Re: Support for Victims of Violence or Abuse

The Employer recognizes that employees sometimes face situations of violence or abuse in their personal lives that may affect their attendance or performance at work. For that reason, and upon verification of the situation, the Employer will take reasonable steps to accommodate absences or performance issues arising directly from situations of violence or abuse that occur in the context of close personal relationships.

Verified absences, which are not otherwise covered by the terms of the collective agreement will be granted as absent with permission without pay not to exceed two (2) months. Employees shall have the ability to fund these absences through any paid time off they have accumulated under the collective agreement at the time of absence.

RENEWED THIS 27th day of November, 2018.

For the Union



Kim Novak
President, UFCW 1518

For the Employer

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